



# Nisqually Indian Tribe Elder vehicle repair Policy and Procedures

## **Intent and Purpose:**

The intent and purpose of this Policy is to set in place a system for Nisqually Tribal Fleet employees to perform repairs and maintenance on Tribal Elder vehicles, effective January of 2025. Allow Nisqually Elders an option to have repairs made at a lowered cost.

## **Availability:**

The Tribal Elder must register through the Financial Services department to be added to the list of recipients, for vehicle repairs and maintenance facilitated by the Nisqually Fleet dept.

- 1) Must be an enrolled Tribal member of the Nisqually Tribe.
- 2) Must be on the Elders List of approved recipients for Tribal Services.
- 3) Must make an appointment through Fleet Service no less than 24 hours prior to repairs being made.
- 4) There will only be two vehicles allowed per Elder, which Fleet Service will maintain a list.
- 5) We do not offer service on Tribal recognized Holidays.
- 6) The cost of repairs (NIT pricing) will be for parts only as labor will not be charged.

## **Use Limitations:**

Use of the Elders auto repair service will be limited to a predefined list of repairs. Elders will receive an estimate for repairs before an appointment can be made, along with form of payment to financial services.

## **Cancellations**

Nisqually Fleet Cancellation Policy. Customers can cancel a reservation at any time up to 24 hours before the scheduled service appointment.

## **List of Elders auto repairs to be made:**

1. Replacement of worn-out tires, including purchase of tires, mounting and balancing, and disposal of old tires.
2. Automobile Combustible engine lube, oil, and oil filter replacement.
3. 12-volt battery replacement.
4. Repair or replace headlights, taillights, brake lights.
5. Replacement of worn-out Wipers.

**Safety:**

While repairs are being performed, any safety items will be addressed and either repaired or a written notice will be given to the Owner of the Elder vehicle.  
Not all repairs will be covered under this policy, but Elders will be referred to a local auto repair facility near the reservation.

**Responsibilities of All Elders on the approved list of recipients:**

The following rules and responsibilities apply to any elder using these services:

- 1) All Elders must be on the list of Elders recipients for repairs to be facilitated.
- 2) All Elders must set up a form of payment and agreement with F.S. before repairs will be made.
- 3) All Elders must agree that repairs are limited to approved repair list.
- 4) All Elders must have an appointment made no less than 24 hrs. prior to work performed.
- 5) Vehicles must be clean of garbage to drive the vehicle.
- 6) Must be on time for scheduled appointments.

**Infraction process:**

- 1) .

**Certification**

I certify that the above airport shuttle Policy was adopted at a regular meeting of the Nisqually Tribal Council held on the \_\_\_\_\_ day of \_\_\_\_\_ on the Nisqually Indian Reservation, Washington, at which time a quorum was present and voting \_\_\_\_\_ FOR \_\_\_\_\_ AGAINST \_\_\_\_\_ ABSTENTIONS.

ATTEST:

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William Frank III, Chairman  
Nisqually Indian Tribe

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Jackie Whittington, Secretary  
Nisqually Indian Tribe