Administrative Procedure

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Page:	1 of 9

Subject: AUTOMOTIVE MANAGEMENT

1.0. PURPOSE:

1.1. To establish the procedures for the acquisition, inspection, maintenance, and disposition of all University-owned automotive equipment.

2.0. ORGANIZATIONS AFFECTED:

All units of the University.

3.0. REFERENCES:

3.1. California Vehicle Code, Sections 21113 and 24007.5.

3.2. Education Code, Section 89031.5.

3.3. Standing Orders of the Board of Trustees, Chapter III, §§ 1, 2 and 9e.

3.4. Government Code, Section 13332.9.

3.5. State Administrative Manual (SAM), Chapter 4120.

3.6. California State University (CSU) Executive Order (EO) No. 691, Delegation of Authority - Motor Vehicle Inspections.

3.7. CSU Use of University and Private Vehicles Guidelines.

3.8. Agreement between The CSU and the Statewide University Police Association, Article 10.4.

3.9. Integrated CSU Administrative Manual (ICSUAM), Section 5301.00, Bid Thresholds for Personal Property.

3.10. California State University, Los Angeles, (Cal State LA) Administrative Procedure 431, Use of University and Privately Owned Vehicles.

3.11. Cal State LA Administrative Procedure 502, Inner Campus Cart and Vehicle Policy.

3.12. Cal State LA Administrative Procedure, 509, Property Survey.

Approved: _____ **Date:** _____

4.0. POLICY:

4.1. Motor Vehicle Inspection Program (MVIP)

4.1.1. The University will establish and implement an inspection and maintenance program for all State-owned automotive equipment.

4.1.2. Whenever possible, minor repairs of State-owned automotive equipment will be performed by Facilities Services. Where the parts cost exceeds $1,000 or when replacement of the equipment is a consideration, the repairs must be authorized by the Motor Vehicle Inspector (MVI).

4.1.3. When the cost of repair for commercially performed repairs will be greater than $1,500, an attempt should be made to obtain three (3) estimates. If three (3) estimates are not obtainable, an explanation should be retained in the vehicle repair file. One (1) of the estimates should be from an authorized dealer of the vehicle involved.

4.1.4. Equipment may be disposed of or replaced at any time when it is determined that it would be economical to do so, regardless of age or mileage.

4.1.5. The Director of Facilities Services will:

4.1.1.1. Authorize the survey and transfer of legal ownership of State-owned automotive equipment.

4.1.1.2. Ensure that the EO 691 mandated annual analysis of operating costs are completed.

4.2. Operation of Vehicles:

4.2.1. The Campus Vehicle Fleet Manager is responsible for ensuring that all vehicle operators are employees of the State of California, are certified to use the vehicle, possess a valid California Driver's License, and remain in active status in the University State Vehicle Driver Program.

4.2.2. Only employees engaged in official University business are permitted to drive State-owned vehicles.

4.2.3. The University assumes no responsibility for any passenger who is not on official State business traveling in University vehicles. The driver's own personal auto insurance should cover accident-related medical expenses of such passengers.

4.2.4. Employees shall be liable to the State for the actual costs to the State attributable to his/her misuse of the State-owned motor vehicle. Misuse of a State vehicle could result in denial of further use of State vehicles or disciplinary action, as appropriate.

5.0. DEFINITIONS:

5.1. Automotive Equipment - Refers to all CSU State-owned, self-propelled, licensed, or unlicensed vehicles.

5.2. Campus Vehicle Fleet Manager – Ensures that criteria set forth in Administrative Procedure 431 and the CSU Use of University and Private Vehicles Guidelines are met prior to the release of a University vehicle to an employee or authorizing an employee to use a private or personal vehicle on official University or State business.

5.3. Department Vehicle Coordinator (DVC) – Designated by the senior administrator for any department owning a vehicle. The DVC is responsible for assisting the Motor Vehicle Inspector (MVI) with the coordination of all vehicle maintenance and other requirements of the Motor Vehicle Inspection Program (MVIP). Also assist the Campus Fleet Manager to ensure compliance with the policies and procedures related to the appropriate use of University and private vehicles while on University or State business.

5.4. Electric Carts – Battery operated cargo or personnel carriers.

5.5. Fleet Asset Management System (FAMS) – A project sponsored by the State of California Department of General Services (DGS) to provide a method for analyzing and reporting on mobile equipment and vehicle assets owned by state agencies. FAMS collects information about agency vehicles including usage and fuel consumption data.

5.6. Motor Vehicle Inspection Program (MVIP) – Program related to vehicle specification, acquisition, inspection, repair and disposal established in accordance with Executive Order 691 – Motor Vehicle Inspections. This program applies to all University vehicles.

5.7. Motor Vehicle Inspector (MVI) – Responsible for overseeing MVIP compliance and for reporting through the Director of Facilities Services.

5.8. Property Survey Board – Committee designated to review requests for property survey and recommend disposition. The committee membership consists of representatives from program areas of the University such as Instruction, Academic Support, Procurement, and Student Services.

5.9. State Vehicle Driver Program – Program administered by the Risk Management/Environmental Health and Safety (RM/EHS) office to ensure that employees receive adequate and effective safety instruction regarding driving and driver safety while on official state business travel.

5.10. University Employees - Those persons who have completed all prerequisites to CSU employment, which includes: CSU faculty, staff, and student assistants, and persons on volunteer status.

5.11. University Vehicles - Any motorized device for land transportation owned, leased, or rented by the University, State or any State agency, including and not limited to automobiles, trucks, golf/electric carts, tractors, etc.

6.0. RESPONSIBILITIES:

6.1. The Associate Vice President (AVP) for Facilities Planning, Design and Construction (FPD&C) and the Director of Facilities Services will:

6.1.1. Establish a process to review outside vehicle repairs/service requests from departments to ensure notification to the Chief Campus Steward of the State Employees Trades Council (SETC).

6.1.2. Establish fiscal management procedures for chargeback rates for University Auto Shop services to campus departments.

6.2. The Director of Facilities Services will:

6.2.1. Ensure that the MVIP functions in accordance with the guidelines provided by the Office of the Chancellor.

6.2.2. Initiate complaints for disciplinary action on behalf of the University against operators for carelessness, misuse, or intentional damage to automotive equipment.

6.2.3. Appoint a MVI.

6.2.4. Establish a process for the review of estimates and invoices of all University vehicles to ensure that the State pays only for repairs that are needed at the proper labor rates and parts discounts.

6.2.5. Ensure that departments receive training on the completion of vehicle checklists and travel logs.

6.2.6. Approve parts costs estimates exceeding $1,000, or when replacement of a vehicle may be a consideration.

6.2.7. Annually submit a vehicle inventory to include the vehicle maintenance/activity history to the Vice President for Administration and Chief Financial Officer.

6.3. The MVI will:

6.3.1. Maintain a vehicle inventory.

6.3.2. Prepare and submit the Automotive Equipment Activity Report to the Director of Facilities Services by July 1 of each year.

6.3.3. Maintain records of all estimates and invoices related to vehicle maintenance and repairs for post-audit purposes and for reporting savings and cost effectiveness of the program.

6.3.4. Inform department heads of safety or mechanical infractions related to vehicles.

6.3.5. Secure competitive estimates for repairs in excess of $1,500 to be completed commercially.

6.3.6. Authorize vehicle repairs.

6.3.7. Conduct pre-delivery, periodic safety/preventative maintenance, repair, and survey inspections of all vehicles.

6.3.8. Coordinate all maintenance and repair of State vehicles.

6.3.9. Notify departments responsible for electric carts of the maintenance/safety inspection requirements.

6.3.10. Maintain a stock supply of maintenance parts.

6.3.11. Inspect used automotive equipment prior to purchase to determine the economic and cost effectiveness of such purchases.

6.4. The Property Management Office will:

6.4.1. Ensure that all University vehicles, including those donated, are tagged.

6.4.2. Maintain original Certificates of Ownership (Title) for all University vehicles.

6.4.3. Coordinate with Facilities Services to ensure all required vehicles are entered into FAMS.

6.4.4. Review and transmit requests for vehicle survey to the Property Survey Board.

6.4.5. Ensure that the recommended disposition is in the best interests of the University and consistent with all applicable administrative regulations and systemwide collective bargaining agreement.

6.4.6. Coordinate the disposal of surveyed vehicles.

6.5. Senior Administrators having University vehicles under their purview will:

6.5.1. Designate a DVC.

6.5.2. Authorize departmental personnel to operate vehicles.

6.5.3. Ensure that the DVC submits the Vehicle Daily/Per Use Check List (Appendix 8.3.) to the MVI timely.

6.5.4. Ensure that authorized personnel participate in the State Vehicle Driver Program.

6.5.5. Authorize the transfer of funds for necessary repairs.

6.6. Public Safety will:

6.6.1. Monitor and enforce the safe operation of electric carts and other vehicles and equipment throughout campus.

6.6.2. Designate areas to be used for parking electric carts and other vehicles and equipment.

6.6.3. Receive calls from cart operators regarding accidents and breakdowns after 4:00 p.m. weekdays, and all day on weekends and holidays.

6.7. The Director of Public Safety/Chief of Police or designee will:

6.7.1. Work with the Director of Facilities Services and the MVI to obtain agreement and establish vehicle inspection documentation requirements for the vehicles assigned.

6.7.2. Ensure that three (3) estimates are obtained or provide an explanation if the three (3) estimates are not attainable for outside commercial vehicle repair/service.

6.7.3. Obtain approval of procurement of applicable vehicle parts for purchase amount prescribed from the MVI.

6.7.4. Forward outside commercial automotive service/repair work requests to the Director of Facilities Services to determine what types of work can be assigned to bargaining unit employee(s) and provide applicable timely notification to the Chief Campus Steward of the SETC.

6.8. RM/EHS will:

6.8.1. Administer the State Vehicle Driver Program.

6.8.2. Initiate training for electric cart operators on campus.

6.8.3. Routinely review the FAMS report to ensure all required vehicles are adequately insured.

6.9. Equipment and Vehicle Operators will:

6.9.1. Follow prescribed procedures for the safe use and return of State-owned vehicles.

6.9.2. Perform a visual safety check of the vehicle prior to operation and complete the Vehicle Daily/Per Use Check List form (Appendix 8.3.) to note any items needing attention.

6.9.3. Provide personal auto insurance to cover accident-related medical expenses for any passenger who is not on official State business.

6.9.4. Possess a valid California driver license.

6.9.5. Register in the State Vehicle Driver Program and adhere to the program requirements.

6.9.6. Attend the electric cart operator training administered by RM/EHS prior to driving an electric cart and annually thereafter.

7.0. PROCEDURES:

7.1. Acquisition:

7.1.1. Modification - All vehicles, except University police vehicles, must be equipped as required at the time of purchase.

7.1.2. Augmentation - The University may augment the existing vehicle inventory if the current fleet size is consistently below user demand or if a vehicle is required in the performance of a specific function which cannot be met by the existing inventory.

7.1.3. New Vehicles - New passenger vehicles are purchased directly through the University's Office of Procurement & Contracts.

7.1.4. Used Vehicles - Used automotive equipment, except sedans, may be purchased when it is determined by the MVI to be more economical and cost

effective to do so. The equipment must closely approximate the specifications, including EPA standards for the year of manufacture.

7.1.5. Purchase Procedures - Vehicles are classified as personal property with no special procurement requirements. Procurement policies and acquisition methodologies, as stated in ICSUAM, Section 5301.00, Bid Thresholds for Personal Property, are to be adhered to when purchasing vehicles. The acquisition of vehicles is to be conducted by the University's Office of Procurement & Contracts. All other purchases for replacement equipment will be processed directly to the vendor.

7.2. Inspection and Maintenance:

7.2.1. Departments with permanently assigned vehicles will:

a. Ensure drivers complete the Vehicle Daily/Per Use Check List (Appendix 8.2.) prior to each use of the vehicle.

b. Submit the Vehicle Daily/Per Use Check List to the MVI after each inspection if safety issues are noted, otherwise each month if no issues are found.

c. Submit vehicle for 12,000 mile preventative maintenance service or annually whichever comes first.

7.2.2. Facilities Services will:

7.2.2.1. Perform routine inspections on all vehicles and complete the required forms.

7.2.2.2. Perform a safety inspection on all vehicles every 12,000 miles, or annually, whichever comes first, and document inspection results on the Multi Point Inspection (MPI) form (Appendix 8.1.).

7.2.2.3. Inform user departments when electric carts are scheduled for inspection and maintenance.

7.2.2.4. Monitor user department compliance with inspection instructions and submission forms.

7.2.2.5. Perform maintenance and repair services.

7.2.2.6. Indicate actual costs of repairs on the Facilities Work Request form and obtain departmental chartfield and budget approval.

7.2.2.7. On a monthly basis, submit chargeback requests to Business Financial Services (BFS) for processing.

7.2.3. Departments requiring maintenance will:

a. Report breakdowns during business hours by calling Facilities Services, Ext. 3-3440.

b. Report breakdowns after 4:00 p.m. and on weekends and holidays to University Police, Ext. 3-3700.

c. Complete the online Facilities Work Request form, and forward the request to Facilities Services/Work Control.

7.2.4. If repairs of $ *$1,500 or more* are to be made at a commercial repair shop, the MVI will:

7.2.4.1. Obtain three (3) estimates, one (1) of which should be from an authorized dealer for the make involved. If three (3) estimates are not obtained, provide an explanation to be retained in the vehicle repair file.

7.2.4.2. Award the job to the estimator who has included all work required to repair the vehicle at the least cost, not necessarily to the lowest bidder.

7.2.4.3. Distribute the accepted estimate as follows:

a. The original is attached to the invoice.

b. One (1) copy is retained in the vehicle's historical repair file in Facilities Services.

In accident cases, one (1) copy is furnished to the Office of Risk and Insurance Management, Department of General Services.

7.3. Disposition:

7.3.1. The MVI will:

7.3.1.1. Determine at the time of periodic inspection, or when repairs are necessary, whether a vehicle should be disposed of or can be economically continued in service.

7.3.1.2. Prepare the MPI form (Appendix 8.2.) for each inspection conducted and recommend retention/disposition of the vehicle with consideration of the following factors:

a. Current mechanical condition.

b. Previous maintenance and repair records.

c. Extent of needed repairs, availability of parts, and life expectancy of vehicle after repair.

d. Current sale value.

e. Cost of replacement unit and accessories.

7.3.1.3. Forward the Equipment Inspection Report to the Property Officer for submission to the Property Survey Board.

7.3.2. The Property Management Office will prepare the Property Survey Report, Std. 152 (Appendix 8.3.) and the "Permit to Transfer Legal Ownership of State-owned Vehicle" form. A surveyed vehicle will be disposed of when replacement has been received unless retention approval is received.

a. Vehicles no longer needed by the campus will be made available to other State or public agencies before being made available to the public.

b. Disposal of surveyed vehicles to the public will be by auction. The public will be advised when any vehicle to be sold has been damaged or has any malfunction in any unit of the power train unless it is advertised for sale on an "as is, where is" basis.

c. If disposal of surveyed vehicle by other than sale to a dealer or dismantled or scrapped, the campus must comply with the Vehicle Code Section regarding license plates.

d. Sale Value - The price will normally not be less than the wholesale value shown in the Kelly Blue Book effective the month of transfer unless approved by the Vice President for Administration and Chief Financial Officer.

7.3.3. The Property Management Office will coordinate the disposal of surveyed vehicles.

7.3.4. The Director of Facilities Services will make the appropriate inventory adjustments to reflect the property dispositions and/or acquisitions.

8.0. APPENDICES:

8.1. Multi Point Inspection (MPI) form.

8.2. Vehicle Daily/Per Use Check List.

8.3. Property Survey Report, Std. 152.