



- A policy statement regarding disposition, by sale or otherwise, of surplus state-owned automotive equipment.
- A review process for estimates and invoices by ensuring that the State pays only for repairs that are needed at the proper labor rates and parts discounts.
- A complete and accurate record of all repair costs.
- An annual analysis of operating costs.
- Assistance in technical studies and reports as required by the Legislature or by management.

### **Maintenance**

In order to guarantee the maximum useful life of state-owned vehicles, a maintenance service is required every 6000 miles for vehicles with odometers or every six months, whichever occurs first. University vehicles with required service intervals based on clock hours of use will follow the manufacturer's usage recommendation for maintenance or at six month intervals, whichever comes first. Vehicles without an odometer or clock hour meter will be maintained per the manufacturer's recommendation. The Vehicle Inspector in coordination with his/her supervisor will determine whether to perform this maintenance service or have the service performed by an outside vendor. In either case, the maintenance service must be documented and maintenance records retained in the vehicle file.

All university owned vehicles (including vehicles located at the University Farm, whether owned by the University or the Research Foundation) are included on a six month maintenance service schedule, managed by the Vehicle Inspector. The maintenance service must be documented electronically or checklist form filed in the vehicle file. Vehicle mileage or hours of usage is logged at each six month service interval and compared with the mileage or usage meter from the previous maintenance. Any vehicles that exceed 6000 miles of use or the manufacturer recommended hours of use from the previous six month service will be scheduled for service at an interval sooner than six months, to be determined by the Vehicle Inspector. For vehicles/equipment used only periodically or seasonally, inspection and maintenance must be performed BEFORE each such usage, if not at an earlier interval, as long as the mileage does not exceed 6000 miles or manufacturer recommended hours of use during such periodic or seasonal use.

The Vehicle Inspector is responsible for keeping the maintenance schedule and notifying the responsible person when each routine maintenance service is due. If the vehicle has not been delivered to the Automotive Garage within the timeframe indicated by the Vehicle Inspector, a 2<sup>nd</sup> notification will be made to the responsible person AND the appropriate department administrator requesting the vehicle be delivered within 10 days for maintenance. If the vehicle is not then delivered to the Automotive Garage for maintenance, written notification will be sent to the responsible person, appropriate department administrator, and the individual identified under Point of Control section above indicating that authorization to drive the vehicle is suspended until such time as the required maintenance is performed.

## **Repair**

Whenever possible, minor repair of CSU owned vehicles will be performed in campus automotive service shops. Estimates of any additional repair work noted during the vehicle maintenance inspection will be provided to the department and approval received before any repair work is performed.

The Vehicle Inspector's approval is required on any repair performed in campus automotive service shops where the cost of parts is \$350 or more. An approval stamp or other similar notation and signature by the Vehicle Inspector must be made on the estimate before the parts are purchased and/or repair work commenced.

The Vehicle Inspector will review vehicle repair estimates and invoices when a campus department elects to have an outside vendor perform the repair work. The Vehicle Inspector will evaluate the estimates and subsequent repairs ensuring the needed repairs, at proper labor rates, were performed and part discounts, warranty work, or applicable markdowns are taken.

If a campus department elects to use an outside vendor for maintenance or repair, if the estimated cost of repairs is \$350 or more, 3 estimates must be obtained or if not obtainable, an explanation should be prepared and retained in the vehicle repair file. Preferably, one of the estimates should be from an authorized dealer for the make involved. Estimates will quote flat rates on labor for parts replacement and net prices on parts, when applicable, for comparable jobs or job elements. Where parts are to be repaired or straightened rather than replaced, estimated time costs are acceptable. All costs must be itemized.

Each estimate must be submitted to the Vehicle Inspector, who will award the work to the estimator who has included all the work required to repair the vehicle, not necessarily the lowest bidder. If other damage is found after the vehicle has been dismantled, the Vehicle Inspector may authorize any necessary additional costs. One copy of the accepted estimate should be attached to the invoice, one copy retained in the campus vehicle repair file, and, in accident cases, a copy furnished to the Office of Risk and Insurance Management, DGS.

Three estimates are not required for parts or services obtained under a blanket purchase/service order issued by Procurement for routine mechanical and service work after a sole source justification or a competitive bid process has been conducted, if required.

Whenever the operator of a vehicle notes any items on the vehicle which require repair attention, an operator checklist should be completed by that operator and forwarded to the Vehicle Inspector immediately. If items needing attention result in unsafe driving conditions, the vehicle should not be used until inspection and repair as necessary is performed.

All CSU owned vehicles should be inspected for parts that show defects in material and/or workmanship in time to take full advantage of manufacturer's warranty replacement provisions before their expiration. The Owner's manual supplied with each new vehicle contains the warranty coverage for that vehicle.

### **New Vehicle Purchase/Replacement/Transfer**

The policy for purchase and donation of vehicles is described in EM 99-33 which requires all motor vehicle purchase requests and motor vehicle donations to undergo a review and approval process prior to purchase or the acceptance of a vehicle. The Motor Vehicle Purchase Approval Form must be completed and forwarded to Procurement for any vehicle purchase along with requisition.

For vehicles to be transferred from one department to another, the Surplus, Damages, Obsolete, or Transferred Form needs to be completed and forward to Property Management.

The campus Vehicle Inspector must perform pre-delivery inspection before acceptance of newly purchased vehicles (new or used) or for on-campus transfers to make certain the vehicle meets specifications, is suitable for the campus' intended use, meets safety standards, and can be put into service by the campus. Used vehicles deemed unacceptable for university use shall be sold at the earliest opportunity and the proceeds shall be credited to the account of the department currently owning the used vehicle considered for transfer or the department receiving the donated vehicle. Any such vehicles shall not be operated by any department. The department owning the vehicle considered for on-campus transfer or accepting the donated vehicle is responsible for the cost of storing the vehicle and other related costs until such times as it sold.

Vehicle replacement policies are maintained by individual campus departments and vary according to department needs. As a general rule, upon inspection by the campus Vehicle Inspector and approved by the Director of FMS, or other individual delegated, when estimated repairs exceed the value of the vehicle or evolving departmental needs render the use of the vehicle to be prohibitive, replacement or re-utilization is recommended.

A campus vehicle may be discarded, traded in, or sold whenever the campus determines it is within its best interests to do so, regardless of age or mileage, or at such time as the vehicle has been determined to be unsafe for continued use, or when it no longer serves the purpose for which it was acquired. Options for the disposal of a vehicle can include (1) surveying it to the DGS State Surplus Property Division, (2) transferring it to the DGS Fleet Administration Division, and (3) liquidating it through competitive bidding or auction at the maximum price attainable in the open market. Sales of all publicly-owned vehicles, including any owned by the CSU, are governed by provisions within the California Vehicle Code.

## **Documentation and Reporting**

The maintenance service in conjunction with each 6 month/6000 mile service must be documented electronically or on a checklist form filed in the vehicle file. Copies of any work orders and repairs performed by campus personnel, and outside vendor invoices should be kept on file by the Vehicle Inspector and available for review upon request.

An annual analysis of operating costs will be performed.

## **Use of State Vehicles**

### **Authorized Use**

The campus has responsibility concerning University vehicles and is responsible for determining who meets the qualifying definition of a University employee, who will be authorized to drive on official University or State business, and the types of vehicles they are qualified to use.

University vehicles should be used only in the conduct of University business. This means “only when driven in the performance of, or necessary to, or in the course of, the duties of University employment.” No University officer or employee shall use, or permit the use of, any University vehicle other than in the conduct of University business, including the incidental use for personal errands. Only University employees may drive University vehicles. The campus may not loan or lease a University vehicle to any non-state entity, including CSU auxiliary organizations.

The following conditions are considered to be a misuse of University vehicles:

- Driving a University vehicle without authorization by University officials.
- Driving without valid California or other State operator’s license of the appropriate class for the type of vehicle being driven.
- Permitting a person who is not a University employee to drive a University vehicle.
- Engaging in unsafe practices, including failure to use and to ensure that all passengers use all available safety equipment in the vehicle being operated. Safety equipment includes seat belts and/or shoulder harnesses.
- Falsification of travel logs, travel authorizations, defensive driver training program certificates, accident reports, or other forms relative to the use of the vehicle.
- Improper storage or parking of a University vehicle.

- Personal use or conveying passengers other than persons directly involved with University or State business, except with the approval of employee's immediate supervisor.
- Failure to comply with any law, regulations, or policy regarding the use of University vehicles, including the requirement to have satisfactorily completed a University approved defensive driver training course.

Employees misusing University vehicles may be personally liable for damages to persons or property and the legal expenses of defense, since employees act outside of the course and scope of their employment during the misuse. Employees who misuse are also subject to disciplinary action by the University.

### **Written Authorization to Drive**

Departments with custody of state-owned vehicles must develop and implement procedures to control and monitor the use of the vehicles. Each department that has vehicles used in the conduct of state business must provide written approval for each employee (including student staff) who is authorized to use state vehicles with a designation of specific vehicle(s) they are authorized to drive.

Before giving written approval, department needs to ensure:

- Individual is an employee of CSU Chico
- Individual has a valid California Driver's License
- Individual has completed Defensive Driver Training within the past 4 years
- Individual has completed the Authorization to Drive and Certification form

Each department will be provided with a list of vehicles currently listed on the inventory for their department annually and they will need to provide a list of authorized driver(s) for each such vehicle and accompanying certifications. Written authorization and employee certifications need to be completed for any new employees hired subsequent to the annual authorization and certification process.

### **Vehicle Logs**

Departments with custody of state-owned vehicles must develop and implement procedures to control and monitor the use of the vehicles. This can be accomplished by keeping a log for check in and check out for vehicles with multiple drivers (see State Vehicle Use Tracking Sheet) or by documenting specific driver(s) use of a specific state owned vehicle.

In situations where a fleet vehicle is assigned to a shop/unit where multiple users share use of the same vehicle, use of that vehicle should remain within that assigned shop group unless authorized by responsible supervisor.

## **Operator Inspections**

CSU Policy directs drivers to conduct a pre-trip visual inspection of the condition of the vehicle. The vehicle should be checked visually to ensure that such items as the tires are in good condition and adequately inflated, that the side-view mirror is usable, that there is a gas cap, spare tire, and a jack. In addition, the brakes, lights, and other controls should also be tested for satisfactory performance. Drivers should report any deficiencies to their supervisor immediately who will notify the Vehicle Inspector or complete a service request, as applicable. If the deficiency results in an unsafe condition, the subject vehicle should not be used until inspection and repair as necessary is completed.

Departments must also complete a Motor Vehicle Monthly Inspection Checklist for each vehicle owned and/or used by their department on an at-least monthly basis to be retained in departmental files. This Checklist can be completed on a less frequent basis for vehicles that are used only seasonally or intermittently. For these vehicles, the Checklist should be completed BEFORE each such usage if not at an earlier interval.

Cooperation and assistance of the drivers and operators of CSU vehicles is an important supplement to routine periodic inspections, as it helps prevent problems during subsequent use and helps minimize maintenance and repair costs.

## **Authorization to Use Privately Owned Vehicles**

Campus management is responsible for authorizing persons to drive privately owned vehicles to conduct official university or state business. This certification should be recorded on Std. Form 261, Authorization to Use Privately Owned Vehicles on University or State Business. The completed authorization form should be retained by the supervisor authorized to approve the use of privately owned vehicles. Authorization forms will be valid for a period not to exceed one year. Once completed, Std. Form 261 may be initialed and dated annually by the employee to certify that it is correct.

## **DMV Check**

All employees who are required to possess a commercial driver's license to operate state-owned vehicles are enrolled in the DMV Employer Pull Notice Program. Campus utilizes a third party vendor to facilitate the program and to monitor the driving record for each employee. Authorization for Release of Driver Record Information is obtained in conjunction with Defensive Driver's Training. Forms are retained in the Environmental Health & Safety office.

All employees who are authorized to drive non-commercial, state-owned vehicles or private owned vehicles on state business must have their driving record checked through the Department of Motor Vehicles at least once every four years. Authorization for Release of Driver Record Information is obtained in conjunction with Defensive Driver's Training. Forms are retained in the Environmental Health & Safety office.

Employees who do not have a valid Driver's license will have their authorization to drive a state-owned vehicle or private vehicle on state business revoked until such time as they have obtained a valid driver's license.

For more detailed information refer to the campus DMV Record Check Policy and Procedure.

**Audit**

The procedures documented above are subject to State, Chancellor's Office, and/or internal audit at any time.