

ADMINISTRATIVE POLICY MANUAL

SUBJECT: Motor Vehicle Inspection Program

NUMBER: O-81

EFFECTIVE DATE: 11/16/02

DEPARTMENTS AFFECTED: Campuswide

SUPERSEDES: Policy O-81
dated 8/22/94

AUTHORITY: Executive Order # 691

APPROVAL: Dennis C. Graham

Vice President for Business and Finance

PURPOSE:

These regulations are intended for the safety of the vehicle operators and the general public as well as for the general lifecycle of the vehicles.

1. POLICIES AND PROCEDURES

- a) Maintenance: In order to guarantee the maximum useful life of State-owned vehicles, a maintenance service is required every 6,000 miles or six months, whichever comes first, and also at 24,000 miles or biennially, whichever comes first. Facilities Management will determine whether to do this maintenance service or if the service is to be performed by an outside vendor. In either case, the maintenance service must be documented and records kept with the vehicle file located at the Facilities Management garage. The maintenance services includes the following:

6,000 mile or 6 month service

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|------------------------------|-------------------------------|-----------------------|
| • Change engine oil, filter | • Heater & air conditioner | • Differential |
| • Master cylinder | • Steering components | • Transmission |
| • Air & fuel filters | • Service battery | • Emission System |
| • Fluid leaks & levels | • Cooling system & antifreeze | • Fuel systems |
| • Windshield wipers, washers | • Belts & fan clutch | • U-joints, CV joints |
| • Lights & instrument panel | • Lube chassis | • Exhaust system |
| • Lube latches & hinges | • Seat belts | • Brakes |
| • Suspension | • Frame members | • Tire Condition |

24,000 mile or 24 month service

- All items in 6,000 mile service plus
- Full transmission service
- Tune-up
- Replacement of fuel filters
- Smog check

ADMINISTRATIVE POLICY MANUAL

Additionally, a Weekly Checklist inspection form must be completed by the vehicle operator and forwarded to the campus vehicle inspector on a timely basis. These records are monitored and kept by the campus vehicle inspector and are available for review upon request.

Please see attachments for copies of inspection forms and a sample memorandum from Facilities Management issued at the beginning of each fiscal year notifying campus departments of inspection and maintenance procedures.

- b) Repair: Estimates of additional repair work noted during the vehicle maintenance inspection will be provided before any repair work is performed. If a campus department elects to use an outside vendor, a written estimate by the outside vendor must be provided to the campus vehicle inspector for review before any repair work is performed. Additionally, documentation of required services performed must be provided along with a copy of the vendor invoice upon completion of repair by an outside vendor.
- c) New Vehicle Purchase: The policy for purchase and donation of vehicles is described in Executive Memorandum 99-33. The memorandum and applicable attachments are located at http://www.csuchico.edu/prs/EMs/EM99/em99_33.htm.
- d) Replacement: 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 approval by the Director of Facilities Management, 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 (See Item 2 below).

2. VEHICLE EVALUATION

- a) Disposition: Pursuant to CSU Policy Manual For Contracting and Procurement (Formerly "SUAM") Section 603 "Disposal of Vehicles" (Reference: California Vehicle Code 24007 et seq.):

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 required. 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.

- b) Surplus/Re-utilization: Pursuant to routine vehicle inspection (See Item 1), vehicles are maintained in a safe manner until such time that they are removed from service in compliance with Section 603 above or are surveyed to be removed from University inventory through University Property Management procedures. Whenever possible, vehicles are transferred to

ADMINISTRATIVE POLICY MANUAL

and/or re-utilized to other campus departments through the University Property Management department.

- c) Information Dissemination: Motor vehicle information is coordinated and interpreted by the Campus Vehicle Inspector. The Campus Vehicle Inspector is responsible for communicating and disseminating information to campus departments when requested; as changes in policies occur i.e., changes in the California Emission Requirements; or on an as-needed basis to relevant campus parties i.e., recall of a particular make and model vehicle with a specific repair requirement. Additionally, a copy of the Motor Vehicle Inspection policy is posted to the Facilities Management web page and distributed to relevant campus parties on an annual basis.

3. CAMPUS CONTACT

- a) Warren Moser
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Campus Vehicle Inspector
Facilities Management
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4. DOCUMENTATION AND REPORTING

- a) Repair/Operating Costs: Copies of all weekly, periodic, and biennial vehicle inspections, work orders and repairs performed by campus personnel, and outside vendor invoices are kept on file by the vehicle inspector and are available for review upon request. All motor vehicle expense data including labor, materials, cost recovery to departments, and cost recovery revenue is maintained electronically.
- b) Reporting: At year-end, management reports including an annual analysis of operating costs are generated by Facilities Management. Final reports are forwarded to the Director of Facilities Management and departments that own the vehicles for an assessment. Reports are also available for general review.