



Administration and Finance
Operations Detail: # 11-18

Fleet Vehicle Purchasing and Maintenance
May 25, 2022

1.0 PURPOSE

This document provides guidance to the campus community on the process required to purchase and maintain a campus fleet vehicle. The directive ensures that all vehicle purchases are in alignment with CSU policies, as well as the campus Climate Action Plan and Strategic Plan.

The guidance provided in this document will outline the procedural steps needed to comply with these goals and requirements. All fleet services, including vehicle maintenance, are premium services and are paid by the department requiring the vehicle.

2.0 BACKGROUND

Facilities Management Fleet Services is responsible for overseeing the purchase and maintenance of the vehicles in the campus fleet.

Providing a safe, efficient, and well-maintained fleet of vehicles is crucial to the daily operation and mission of the university. SUAM Section VIII – 9171 for Fleet Vehicles requires the intent and the parameters for campus fleet managers in assessing departmental vehicle needs and the criteria for determining the best options for the department and the campus with a focus on replacing internal-combustion vehicles with electric zero emission vehicles when possible.

The campus will optimize the fleet size and type to meet the educational needs of the university and incur the lowest total cost of ownership.

3.0 OVERVIEW

The university process for procuring and maintaining a vehicle follows State University Administrative Manual (SUAM) Section VIII - 9171 for Fleet Vehicles. It is the intent of the CSU system and the campus to maintain the minimum number of vehicles required to meet operational needs while reducing fossil fuel consumption and lowering greenhouse gas (GHG) emissions.

The requirements of this directive focus on determining a department's need for a vehicle, the appropriate vehicle for the intended use, and if existing campus vehicles can meet that need. To model effective campus stewardship, the purchase of light-duty vehicles shall follow a priority order and justification for the vehicle purchase must be in writing. If a new vehicle purchase is warranted, this operational detail explains the step-by-step process to prepare the required documentation for the submittal package to Facilities Management Fleet Services.

4.0 CITATIONS

- State University Administrative Manual (SUAM) Section VIII - 9171 Fleet Vehicles: <https://calstate.policystat.com/policy/6637418/latest>.
- Motor Vehicle Inspections: <https://calstate.policystat.com/policy/6943428/latest>
- Climate Action Plan: <https://www.cpp.edu/sustainability/pdfs/cap-091109.pdf>
- Strategic Plan Initiative 5: <https://www.cpp.edu/strategicplan/strategic-initiative-5.shtml>
- CSU Sustainability Policy: <https://www2.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/Documents/JointMeeting-CPBG-ED.pdf>
- CSU Vehicle Use Guidebook: [CSU Use of University and Private Vehicles Policy Guidelines](#)

5.0 PROCEDURES

All requests for fleet vehicle purchases from self-support, auxiliary, and general fund/academic departments require the following documents for vehicle purchases:

1. **Vehicle Acquisition Request Form**: Filled out and signed by the authorized signer for the requesting department along with Dean/AVP approval.

All vehicle purchase requests shall be justified in this form to meet the following criteria and requirements to obtain authorization to purchase a vehicle and add the vehicle to the fleet. The justification form shall include the following information:

- Provide a Statement of Need and purpose of the proposed vehicle, including number of trips and/or mileage incurred annually.
- Provide a list of existing fleet vehicles belonging to or accessible to the requesting department and/or unit.
- Indicate if the request is a new or replacement vehicle and type of use (on road, off-road, low speed, etc.). If a replacement vehicle, provide the current vehicle's number, year, make, model, and current mileage.
- Type of vehicle requested, or performance specifications required to meet the need described in the justification.
- Statement of how the proposed purchase supports CSU's policy to encourage and promote the use of alternative transportation and/or alternative fuels to reduce GHG emissions related to university-associated transportation, including commuter and business travel, and an evaluation of lower-carbon transportation alternatives. The purchase of light-duty vehicles shall follow a priority order. If purchasing other than a Priority-1 vehicle type, justification in writing must be submitted for each lower-priority type of vehicle.

Priority	Vehicle type
1	Pure Zero emissions vehicles (ZEV) including electric low-speed vehicles
2	Plug-In Hybrid ZEVs
3	Hybrid-Electric vehicles
4	Internal combustion and flex fuel vehicles meeting MPG requirements

2. **Vendor Quote for Vehicle**: Submit a quote from the vendor that includes the vehicle specifications.
3. **Purchase Requisition**: Submit a signed requisition to Procurement for the vehicle purchase.
4. **Facilities Management Service Request**: Submit a signed Facilities Management Service Request with a valid chart field string for FM to add this vehicle to the fleet and schedule regular maintenance service.

Submit the vehicle request form, quote, purchase requisition, and service request to:

Facilities Planning & Management, Fleet Services, Building 81
 Attention: Mark Miller, Maintenance & Fleet Services Manager, MVI.

Once received, the campus Motor Vehicle Inspector (MVI) will review the package and contact the requestor if there are any missing items or if there are any questions. If approved, the requestor will be notified by email and the MVI will sign and forward the vehicle request form and requisition to Procurement for processing. Once the vehicle is delivered to campus, Fleet Services will add the vehicle to the fleet and schedule the periodic maintenance.

6.0 DEFINITIONS

- MVI – Motor Vehicle Inspector. Campus administrator responsible for fleet management.

7.0 CONTACTS

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Campus Motor Vehicle Inspector (MVI)
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8. REVISION TRACKING

Revision History

Revision Date	Revised by	Summary of Revision	Section(s) Revised

Review/Approval History

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