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Area Business and Finance  
Codes RM 2012-02

## California State University Motor Vehicle Program

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### Overview

The Assistant Vice Chancellor, Systemwide Risk Management and Public Safety has responsibility for all aspects of the systemwide motor vehicle program, including inspection and use compliance and serving as a contact for campus questions.

### Audience

Campus Presidents, Risk Managers, Contract & Procurement Directors and Capital Planning Design and Construction (CPDC) -Plant, Energy & Utilities.

### Action Item

This letter addresses confirmation of Systemwide Risk Management & Public Safety responsibility.

### Summary

This letter defines specific areas of responsibility within Systemwide Business and Finance departments to which Systemwide Risk Management & Public Safety has oversight responsibility.

### Risk Management and Public Safety

The Assistant Vice Chancellor, Systemwide Risk Management and Public Safety has responsibility for all aspects of the systemwide motor vehicle program, including inspection and use compliance and serving as a contact for campus questions. This includes maintenance, review and updating of the Use of University and Private Vehicles guidelines, defensive driving training and the coordination of vehicle liability claims with the State Office of Risk and Insurance Management. Systemwide Risk Management and Public Safety will represent the single point of coordination with CPDC and Contracts & Procurement.

The vehicle related components of the Disabled Veteran Business Enterprise (DVBE), solicitations, lease administration and the "State Agency Buy Recycled" are not unique to the vehicle program and will continue to be addressed in the context of the overall programs.

In addition, Systemwide Risk Management and Public Safety has responsibility for the establishment and maintenance of systemwide policies and procedures for the motor vehicle inspection program.

## Contracts and Procurement

Contracts and Procurement is responsible for, but not limited to, setting and maintaining policies related to the acquisition and disposition of CSU personal property (which includes vehicles).

In addition, responsibility will continue to lie with Contacts and Procurement as to any legislative reporting requirements related to the purchase of vehicles.

## Capital Planning Design and Construction

CPDC is responsible to work with Systemwide Risk Management and Public Safety and campus Plant Directors to make recommended changes to vehicle maintenance and inspection policy guidelines and to assist campus submittal of all applicable State reporting requirements including the following:

- DGS; SB552 & EIA 886 - reports re: vehicle, usage & fuel consumption reports.
- FAMS
  - Por tal User Guide
    - Reporting
    - Fuel Reporting
- CA Climate Action Report
- AQMD Appendices G & H
  - (G) Employer Clean Fleet Vehicle Purchase/Lease Program
  - (H) Mobile Source Diesel PM/NOx Emission Plan

## Chancellor's Office Contact

Questions related to the California State University Motor Vehicle Program should be addressed to Systemwide Risk Management & Public Safety. The office phone number is (562) 951-4580.

## Approval Signatures

**Step Description**

**Approver**

**Date**