**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.

1.2. To establish the procedures for the use of electric carts.

2.0. **ORGANIZATIONS AFFECTED:**

All units of the University.

3.0. **REFERENCES:**


3.2. Title 2, California Administrative Code, Section 843.

3.3. State Administrative Manual (SAM), Sections 2500 and 2520.


3.5. Office of the Chancellor Memorandum, BA 82-1, Supplements 1-4.

3.6. Agreement between The California State University and the Statewide University Police Association, Article 10.4.


4.0. **POLICY:**

4.1. It is University will establish and implement an inspection and maintenance program for all State-owned automotive equipment.
Minor repairs of State-owned automotive equipment will be performed by Plant Operations. Where the parts cost exceeds $200 or when replacement of the equipment is a consideration, the repairs must be authorized by the Vehicle Inspector.

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

4.1.3. The Director of Administrative Management and Services will authorize the survey and transfer of legal ownership of state-owned equipment.

4.2. Operation of Vehicles:

4.2.1. All persons who are authorized to certify employees for use of vehicles and equipment are responsible for ensuring that the operator is an employee of the State of California, is certified to use the vehicle, and possesses a valid California Driver’s License.

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. An employee 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 California State University State-owned, self-propelled, licensed, or unlicensed vehicles.

5.2. Electric Carts--Battery-operated cargo or personnel carriers.

5.3. Employee--Refers to administrators, faculty, staff, “volunteer employees.” Teaching assistants, and student assistants only while on University payroll when operating State-owned vehicles. “Volunteer employees” must be so designated by the Director of Personnel Management and Services. Exceptions to Section 5.3. must be arranged by the Director of Administrative Management and Services.
6.0. RESPONSIBILITIES:

6.1. **Director of Administrative Management and Services** will:

6.1.1. Ensure that the Automotive Management program functions in accordance with the guidelines provided by the Office of the Chancellor.

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

6.1.3. Determine exceptions to Section 5.3. “Employee.”

6.2. **Director of Plant Operations** will:

6.2.1. Maintain and submit a vehicle inventory to Auxiliary and Business Services by December 1 of each year.

6.2.2. Prepare and submit the Automotive Equipment Activity Report to Public Safety/Plant Operations by July 1 of each year.

6.2.3. Appoint a Vehicle Inspector to implement pre-delivery, periodic safety/preventive maintenance, repair, and survey inspection programs.

6.2.4. 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.

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

6.2.6. Conduct annual training sessions for electric cart operators.

6.2.7. Secure competitive estimates for repairs in excess of $200 to be completed commercially and for accident repairs in excess of $200.

6.3. **Plant Operations Vehicle Inspector** will:

6.3.1. Authorize vehicle repairs.

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

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

6.3.5. Maintain a stock supply of maintenance parts.

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

6.4. Property Officer will:

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

6.4.2. 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.

6.4.3. Coordinate the disposal of surveyed vehicles.

6.5. Department Heads responsible for electric carts will:

6.5.1. Authorize departmental personnel to operate electric carts.

6.5.2. Assign personnel to perform weekly/monthly inspections and to complete the Weekly/Monthly Maintenance Checklist form.

6.5.3. Authorize the transfer of funds for necessary repairs.

6.6. University Police 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. **Equipment and Vehicle Operators** will:

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

6.7.2. Perform a visual safety check of the vehicle prior to operation and complete the Trip/Daily Operator Checklist form to note any items needing attention.

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

6.7.4. Attend the annual driving safety workshop once every three years.

6.7.5. Possess a valid California driver license.

7.0. **PROCEDURES**:

7.1. **Acquisition**:

7.1.1. **Modifications**—All vehicles, except University police vehicles, must be equipped as required at the time of purchase. Additions or changes will not be made without the prior approval of the Chancellor’s Office, Auxiliary and Business Service.

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.

A proposal/purchase estimate to augment with supporting justification should be submitted to the Office of the Chancellor; Attn: Public Safety/Plant Operations.

7.1.3. **New Vehicles**—New passenger vehicles are purchased under State contract through the Office of Procurement unless exemption is approved by the Assistant Vice Chancellor, Business Affairs. Exceptions may be made on the basis of emergency or favorable price for equipment which approximates the specifications for vehicles purchased under State contract.
7.1.4. **Used Vehicles**—Used automotive equipment, except sedans, may be purchased when it is determined by the Vehicle Inspector 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, for equipment purchased under State contract.

7.1.5. **Purchase Procedures**—If the acquisition is processed through the State Office of Procurement, the Purchase Estimate (Form 66) with the Equipment Inspection Report and Property Survey Report will be forwarded to the Office of the Chancellor, Attn: Public Safety/Plant Operations. All other purchases for replacement equipment will be processed directly to the vendor.

7.2. **Inspection and Maintenance:**

7.2.1. **Departments with vehicles permanently assigned** will:

   a. Conduct weekly/monthly safety inspections.

   b. Complete the Weekly/Monthly Maintenance Checklist form and forward to Plant Operations after each inspection.

7.2.2. **Plant Operations** will:

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

   b. Perform a safety inspection on all vehicles every 12,000 miles, or annually, whichever comes first, and document inspection results on the 12,000 Miles Safety Inspection and Preventive Maintenance form.

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

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

7.2.3. **Departments requiring maintenance** will:


   b. Report breakdowns after 4:00 p.m. and on weekends and holidays to the University Police, Ext. 3411.
c. Prepare the Facilities Work and Space Use Change Request form (1699), retain the third copy for departmental records, and forward the request to Plant Operations.

7.2.4. **Plant Operations** will:

a. Perform maintenance and repair services.

b. Indicate actual costs on the work request form (1699).

c. On a monthly basis, forward photocopies of work request forms (1699) to Accounting with instructions to charge the requesting department’s account.

7.2.5. If repairs of $200 are to be made at a commercial repair shop, the Director of Plant Operations will:

a. Obtain three estimates, one of which should be from an authorized dealer for the make involved. If three estimates are not obtained, provide an explanation in the vehicle repair file.

b. 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.

c. Review repair invoices which exceed the amount of the estimates prior to submission to the Controller’s Office.

d. Submit invoices for vehicle repairs to the Controller’s Office with the approved estimate attached.

7.3. **Disposition:**

7.3.1. The Plant Operations Vehicle Inspector will 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.
7.3.2. The Inspector will prepare the appropriate Equipment Inspection Report form 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.

7.3.3. The Inspector will forward the Equipment Inspection Report to the Property Officer for submission to the Property Survey Board.

7.3.4. The Director of Support Services will prepare the Property Survey Report, (Std. 152) 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 or sealed bid. 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 Directors of Plant Operations and Support Services.

e. The University may contract with the Fleet Administrative Division, Department of General Services for disposition.
7.3.5. The Property Officer will coordinate the disposal of surveyed vehicles.

7.3.6. The Director of Plant Operations will effect the appropriate inventory adjustments to reflect the property dispositions and/or acquisitions.

8.0. APPENDICES:

8.1. Vehicle Inventory.


8.3. Equipment Inspection Report.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

ELECTRIC CART TRAFFIC REGULATIONS

1. Intra-campus vehicles, electric carts, or any other motorized vehicle approved by the administration of this University for use on the walkways of inner-campus shall not be driven at a speed greater than 5 MPH at any time.

2. Electric carts shall stop at all marked stop signs and yield the right-of-way to pedestrians at all time.

3. Electric carts should not be parked immediately in front of any building doorway.

4. Electric carts will not be equipped with horns, bells, buzzers, or other kinds of noise-making devices that might alarm pedestrian traffic using walkways. Pedestrians have the right-of-way at all times.

5. Electric carts are not to be used for transportation to and from coffee breaks and lunch breaks.

6. Carts are not to be driven through the Administration building patio or parked there at any time (exception, University Police carts while on charge only). This is a temporary arrangement until a power source is made available at some other location.

7. University Police and Health Center electric carts acting in emergency situations are excused from Regulations 1, 2, 3, 4, and 6.

University Police Officers have been ordered to issue citations to all violators under California Vehicle Code, Sections 2113a. Violators must appear in the Los Angeles Municipal Court, 1945 South Hill Street, Los Angeles, California.