



# UC San Diego

## Policy & Procedure Manual

---

[Search](#) | [A–Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

### CENTRAL GARAGE

#### Section: 551-2

Effective: 08/21/2018

Supersedes: 04/09/2010

Review Date: 08/21/2021

Issuance Date: 08/21/2018

Issuing Office: [Facilities Management](#)

---

## ACQUISITION AND DISPOSITION OF UNIVERSITY VEHICLES POLICY

### I. SCOPE

These procedures apply to all departments, divisions, and business units under the jurisdiction of UC San Diego including but not limited to those located on the La Jolla campus, Scripps Institution of Oceanography, Nimitz Marine Facility, Elliott Field Station and UC San Diego Medical Centers. This policy applies to the acquisition and disposition of all vehicles for campus business.

### II. POLICY

- A. UC San Diego recognizes its role as a leader in the community with regard to sustainable policies and practices. With the adoption of this policy, UC San Diego demonstrates its intention to insure responsible stewardship of the environmental resources under its influence. This policy sets forth standards and organizational processes for the acquisition and disposition of vehicles in the most cost-effective and environmentally sustainable manner possible, while insuring UC San Diego's fleet remains in compliance with all applicable Federal and State rules and regulations.
- B. In accordance with the UC Policy on Sustainable Practices, UC San Diego will implement a practical cost effective strategy for purchasing the cleanest and most efficient vehicles reasonably available.
- C. In implementing this policy, UC San Diego's Fleet Manager has the authority and responsibility for acquisition and disposition of all campus vehicles. The Fleet Manager is responsible for insuring all vehicle procurements meet the requirements of the cited references.
- D. In planning the acquisition of campus vehicles, requesting departments and divisions will work with the Fleet Manager to procure vehicles that best meet the needs of the user, the requirements set forth in cited references and campus sustainability goals. All new or used vehicles procured for campus business will reduce greenhouse gas emissions to the lowest level possible, while increasing fuel economy and reducing operating costs.

### III. PROCEDURES

The following practices and procedures shall be implemented in meeting the goals and objectives of this policy.

#### A. General Procedures

1. All vehicle acquisitions must meet current federal and state emission and safety regulations. First consideration will be given to alternative fuel vehicles such as hybrid-electric, compressed natural gas, non-internal combustion engine (electric) or other innovative alternatives that become available (e.g. hydrogen).

2. An objective of the University is to reduce the number of internal combustion engines (ICEs) on campus by converting to “Neighborhood Electric Vehicles” (NEVs) or other electric vehicles that are certified and licensed for on-road operation. “Golf cart” type vehicles are not authorized for on-road use.
3. If a diesel engine powered vehicle is the only viable alternative, that vehicle must be capable of using Ultra-low Sulfur 20 percent Bio-diesel fuel (or a cleaner burning fuel) and must meet current California Air Resources Board regulations for tailpipe emissions and exhaust particulate matter.
4. In purchasing vehicles for campus business, the requestor in conjunction with the Fleet Manager should address the following questions:
  - a. Can the specific functions of the vehicle be performed by an existing fleet vehicle(s)?
  - b. Is this vehicle absolutely required or can other existing vehicle(s) provide the same service?
  - c. Does the existing vehicle need to be replaced for safety or other reasons?
  - d. Is the proposed vehicle the most energy efficient and environmentally sustainable alternative?
  - e. Is the vehicle able to serve the purpose for which acquired? If not, can it be converted to another use?
5. In an effort to work within the policy guidelines, there may be up to a 12 month turnaround time in acquiring specific types of vehicles.

**B. Acquisition of Passenger Vehicles**

1. Any campus department or division requesting procurement of a passenger vehicle is required to complete a “Vehicle Purchase Request Form” (Supplement 1) for each vehicle requested.
2. All passenger vehicles purchased for campus business will meet the Environmental Protection Agency’s Smart Way / SmartWay Elite certification standards. Further explanation on the SmartWay program and a list of vehicles that have achieved the Smart Way / SmartWay Elite certification is located at the EPA’s “Green Vehicle Guide” website at: <http://www3.epa.gov/greenvehicles/>.
3. If it is determined that there is no “SmartWay Elite” vehicle that meets the operational needs of the requestor, approval to procure the vehicle must be provided to Fleet Services by both the requesting area’s Vice Chancellor/Dean and Vice Chancellor Resource Management and Planning.

**C. Acquisition of Non-passenger Vehicles**

1. Any campus department or division requesting a new or replacement non-passenger vehicle is required to complete a “Vehicle Purchase Request Form” (Supplement 1) for each vehicle requested.
2. If it is determined there is no alternative fuel vehicle that meets the operational needs of the requestor, approval to procure the vehicle must be provided to Fleet Services by both the requesting area’s Vice Chancellor/Dean and Vice Chancellor Resource Management and Planning.

**D. Disposition of any UC San Diego Vehicle**

1. In accordance with UC BUS-8, Acquisition and Disposition of University Vehicles, only the campus Fleet Manager has authority to dispose of campus vehicles.
2. All vehicles will be processed via the Fleet Manager for proper disposal. Any monetary proceeds acquired from the disposal of vehicles will be returned to the originating department or division.

**IV. RESPONSIBILITIES**

**A. Vice Chancellor Resource Management and Planning**

1. Establishing guidelines for campus vehicle acquisition and disposition.
2. Approving requests for exceptions to this policy.

**B. Associate Vice Chancellor Resource Management and Planning**

1. Ensuring campus-wide vehicle acquisition and disposition meets the requirements of this policy and the goals of the University.
2. Recommending to the appropriate Vice Chancellors approval/disapproval of requests for exceptions to this policy.

**C. Fleet Manager**

1. Approving the purchase of and procuring vehicles in accordance with these guidelines.
2. Meeting the needs of the entire campus community by providing the highest quality service and operating the most sustainable fleet possible. The Fleet Manager is also tasked to employ best management practices, state-of-the-art technology and innovation to reduce greenhouse gas emissions to the lowest level possible by decreasing the size of the campus fleet, increasing fuel economy and converting the campus fleet to alternatively fueled vehicles to the maximum extent practicable.
3. Assisting campus customers in determining the best vehicle type for their intended application.
4. Ensuring the fleet is operated and maintained in accordance with all applicable federal, state, local and UC regulations and policies.
5. Providing required reports on all campus vehicle purchases, operation, maintenance, fuel use, and disposition.
6. Advising the campus on special purchase opportunities.

**D. Procurement and Contract Services**

1. Assisting the Fleet Manager with acquisition and disposition of vehicles.
2. Ensuring all vehicles are procured in accordance with this policy.
3. Ensuring all requests for campus vehicle procurements are routed through the Fleet Manager for approval.

**E. Departments/Divisions/Organizations**

1. Coordinating all vehicle acquisitions and disposal with the Fleet Manager, in accordance with this policy.
2. Helping the University meet its goals by insuring all vehicles purchased for campus business are the most efficient, cost effective, and environmentally sustainable.
3. Providing vehicle use data and other records to the Fleet Manager in a timely manner.

**V. REFERENCES**

- A. [UC Business and Finance Bulletin BUS-8 Acquisition and Disposition of University Vehicles](#)
- B. [Energy Policy Act of 2005, Pub.L. 109-058.](#)
- C. [UC Policy on Sustainable Practices](#)

**VI. SUPPLEMENT**

UC San Diego Department Vehicle Request Form

**VII. Revision History**

2018-08-21 Policy revised and reissued.



# UC San Diego

## Policy & Procedure Manual

---

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

### CENTRAL GARAGE

#### Section: 551-2 SUPPLEMENT 1

Effective: 08/21/2018

Supersedes: 04/09/2010

Review Date: 08/21/2021

Issuance Date: 08/21/2018

Issuing Office: [Facilities Management](#)

---

### SUPPLEMENT 1

#### DEPARTMENT VEHICLE REQUEST

University of California, a national leader in sustainability, has pledged to become carbon neutral by 2025, becoming the first major university to accomplish this achievement. In order to best support this initiative, Fleet Services reviews vehicle acquisitions. We facilitate this by requesting departments complete a Vehicle Request Form. Please complete all portions of this form including obtaining the requisite signatures. Please note that a separate form must be completed for each vehicle requested.

#### Department Vehicle Request

Use this form to request the procurement of a new vehicle asset, whether to be purchased by the department, or leased from Fleet Services. UC San Diego's Climate Action Plan aims to reduce campus fleet emissions by 4.7% per year until 2020 and by 4% per year from 2021-2050 or until we reach climate neutrality.

*"UC, a national leader in sustainability, has pledged to become carbon neutral by 2025, becoming the first major university to accomplish this achievement.*

*Through efficient use and procurement of vehicles we are helping the UC achieve our carbon neutrality goals.*

*We are the University of California, and there is no reason that UC can't lead the world in this quest, as it has in so many others."*

*UC President Janet Napolitano*

<https://www.ucop.edu/carbon-neutrality-initiative/index.html>

Fleet Services and IPPS Procurement & Contracts work together as gatekeepers to ensure any vehicle procurement is justified and is best in class providing the lowest carbon footprint based on available technologies that can be serviced and supported.

**University of California San Diego Policy – PPM 551 – 2 Supplement 1  
PPM 551 – 2 Supplement 1 Department Vehicle Request**

---

- 1) Please list the vehicle you are requesting and define the operational purpose of the vehicle:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2) Is this vehicle replacing a vehicle that is no longer serviceable and/or is obsolete: Yes\_\_\_ or No\_\_\_
- 3) If yes, please list the UCID number of the vehicle being replaced: \_\_\_\_\_
- 4) Does your department operate other vehicles of this type? Yes\_\_\_ or No\_\_\_  
If yes, how many? \_\_\_\_\_ If no, skip to question 6.
- 5) Please explain why increasing the utilization rate of other vehicles of this type is not a feasible solution to meet operational requirements:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 6) What will be the planned geographical area of operation and anticipated annual mileage?  
\_\_\_\_\_
- 7) Are you requesting an AFV (Alternative Fueled Vehicle) or hybrid vehicle? (AFVs include E85 Flex Fuel, Electric, CNG or Hydrogen Fuel Cell) Yes\_\_\_ or No\_\_\_ **If yes, skip all remaining questions.**
- 8) Have you consulted with Fleet Services who can assist you with providing possible AFV and/or hybrid vehicle options? Yes\_\_\_ or No\_\_\_ **If no, contact Fleet Services for assistance.**
- 9) Did Fleet Services identify any viable AFV and/or hybrid vehicle options for you to consider? Yes\_\_\_ or No\_\_\_ If yes, answer question 10, if no, skip question 10.
- 10) What are the operational objections as to why an AFV and/or hybrid vehicle is not being considered?  
\_\_\_\_\_  
\_\_\_\_\_

Requester's Department: \_\_\_\_\_

Name of Requester: \_\_\_\_\_ Date: \_\_\_\_\_

The campus fleet is one of the most visible items in the public eye, so every step taken to reduce our carbon footprint brings us one step closer in our efforts to support UC Carbon Neutrality Initiative goals.

Printed Name of Manager/Department Reviewer: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name of Dept. Business Officer/MSO/Director: \_\_\_\_\_

Signature: \_\_\_\_\_

**University of California San Diego Policy – PPM 551 – 2 Supplement 1  
PPM 551 – 2 Supplement 1 Department Vehicle Request**

---

**Approval Signature of Your Area's V/C, AVC or Dean:** \_\_\_\_\_  
**(If within RMP, leave above line blank)**

Date received by Fleet Services: \_\_\_\_\_ By: \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

Request is:

Approved (date) \_\_\_\_\_ V/C Resource Management and Planning  
Returned for Reconsideration (date) \_\_\_\_\_ Signature: \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---