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 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 ensure 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 ensuring 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 ensuring 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. Vehicles that only achieve Smart Way status, must achieve a minimum combined score of 17 in both air pollution and greenhouse gas emissions to be acceptable. These scores are based on emission levels and fuel economy values of sample vehicles tested under controlled conditions. 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://www.epa.gov/greenvehicles/Index.do.

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. Assistant Vice-Chancellor Auxiliary & Plant Services

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


C. UC Policy on Sustainable Practices, 2009

VI. SUPPLEMENT

UC San Diego Department Vehicle Request Form
SUPPLEMENT I

DEPARTMENT VEHICLE REQUEST

To facilitate the review of departmental vehicle requisitions this request form is required to be completed by the Department ordering/purchasing any vehicle. Complete all portions of this form including obtaining the requisite signatures. Please note that a separate form must be completed for each vehicle request.

BACKGROUND: A&PS set a goal in 2006 to reduce the size of the vehicle fleet under its use and control by 20%. This reduction is required to meet carbon footprint maximums, reduce fuel usage, and comply with Federal and State of California emissions requirements. All vehicle requests will be evaluated under this criteria before Fleet Services authorizes purchase of any requested vehicle, and where possible, will confine purchases to fuel-efficient low emission vehicles, alternative powered vehicles, and no emission vehicles.

PLEASE PRINT CLEARLY – if additional space is needed please attach additional sheets

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<tr>
<th>Date of Request: _______________</th>
<th>Name of Requestor: ______________________________</th>
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<tr>
<td>End User Unit (within Department Requesting): ______________________________</td>
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Will this vehicle be assigned to a specific user

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Will this vehicle be assigned to multiple users

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If YES, will it be used as a “department pool” vehicle

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Is this vehicle intended to carry passengers (or multiple staff) on a regular basis

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<th>Yes</th>
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If YES, please circle an estimate of passenger use: 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Is this vehicle going to be used to carry supplies/equipment

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<th>Yes</th>
<th>No</th>
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Will supplies/equipment be left in the vehicle overnight

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If replacing a current UCSD vehicle, please list the ID number of the vehicle being replaced: ID# __________

If this is a replacement vehicle, has Fleet Services recommended this vehicle be replaced

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<th>Yes</th>
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How many of this type of vehicle do you have in your fleet currently: __________

Provide a justification/rationale and you assessment of your business practices that would indicate this vehicle will enhance your ability to provide needed services or provide them more efficiently and cost effectively: ________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________
List what expectations you have for the use of this vehicle and the type of situations you expect it to perform under (e.g. on public roads, campus interior paths/roadways, turf, between campuses, off road, cargo, etc.):
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Please indicate what research you have completed to determine the type of vehicle you are requesting is the vehicle best able to complete the functions you expect it to perform: _________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Year, make and model of vehicle requested: ___________________________________________________
Circle one: 2-door  4-door
Additional equipment needed: Towing Package: ____________________________________________
Other: ___________________________________________________________________________
________________________________________________________________________________

If requesting a non-energy efficient vehicle, please list types of Neighborhood Electric Vehicles (NEVs), and other energy efficient vehicles researched. In addition, please provide justification for requesting a non-energy efficient, high emission vehicle:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Are you willing to look at alternative vehicles that provide the functionality you require     Yes   No

If it has been determined by the requesting department that there is no alternative fuel vehicle that meets your operational needs, please provide signature approval from both the requesting area’s Vice Chancellor/Dean and the Vice Chancellor of Business Affairs.

PRINTED full name of requesting areas Vice Chancellor/Dean  APPROVAL SIGNATURE of request areas Vice Chancellor/Dean

APPROVAL SIGNATURE – Vice Chancellor Resource Management and Planning

PRINTED full name of person submitting original request  SIGNATURE of person submitting original request

PRINTED full name of Manager/Department Reviewer  SIGNATURE of Manager/Department Reviewer
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<tr>
<th>FOR FACILITIES MANAGEMENT USE</th>
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<td>Notes/Action taken:</td>
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