Facilities Transportation

Information for Vehicle Owners

https://afd.calpoly.edu/facilities/services_transportation.asp

Guiding Policy

- All departments with state-owned vehicles are subject to the campus motor vehicle inspection policy as stated in the California Education Code section 89031.5.
- 89031.5 - The trustees shall perform inspections of all motor vehicles owned by the California State University or under their jurisdiction. These inspections shall be provided for in the appropriate administrative manual of the California State University.
- Facilities / Transportation Services, as the delegated vehicle inspection manager for campus is responsible for providing and tracking safety inspections and preventative maintenance for campus vehicles. As a vehicle owner, you are responsible for assuring that these tasks are performed on an annual basis. Services may be obtained through Transportation Services or an approved vendor. Documentation of completed inspections and preventative maintenance must be submitted to Transportation Services each fiscal year to fulfill this requirement.

Requirements for Vehicle Owners

- Quarterly Mileage – Submitted to Facilities, reported to Department of General Services (DGS)
- Regulatory
  - Safety Inspection – every 12,000 miles or annually
  - Preventive Maintenance - regular lubrication and adjustment service at an interval of 4,000 miles or annually, whichever comes first.
  - Emissions – every 2 years
- Daily Inspection and Insurance – form kept in vehicle
- Monitoring Use of Vehicles – Driver Assignment Form or Vehicle Use Tracking Form
- Vehicle Purchasing – justification submitted with purchase requisition
- CSU Use of University and Private Vehicle Policy Guidelines

Available Services from Facilities

- Facilities Transportation provides in-house services on a recharge basis. Estimates are available in advance for all but emergency requests. If a department contracts with Transportation Services to satisfy compliance requirements, we will assume responsibility for maintaining all required vehicle inspection reports and scheduled maintenance documentation.
- Fuel
  - Transportation Services - gasoline and propane
  - Ag Operations – gasoline and diesel (off-road)
- Service Request – form on web site or submitted in-person
  - Estimate – available upon request
  - Scheduling – based upon demand, regulatory and emergency services are prioritized
Additional Campus Services

- Information on Cal Poly’s Campus Marketplace, https://afd.calpoly.edu/cprm/procurement/emarketplace
- Rental Contracts – Zip Car www.zipcar.com and Enterprise (805) 546-6270
- Service Contracts – Perry Ford (805) 544-5200 and Villa’s Automotive (805) 781-3925
- Car Wash – Off campus due to drought restrictions, approved use of procurement card at Quicky Car Wash (805) 439-2330 and Sunset North Car Wash (805) 543-6943
- Towing – SLO Tow (805) 543-1919

Risk Management

- Accident Reporting - https://afd.calpoly.edu/workers_comp/vehicle-accident
  - Vehicle Accidents involving:
    - Any University (state) vehicles or if the vehicles are damaged while parked
    - Privately Owned or Rental Vehicles being operated on University (state) business
  - Are Reported to:
    - Local law enforcement, immediately (University Police if on campus) call 911.
    - Recommend all university vehicle operators record accident information immediately on a Vehicle Accident Data Form (STD 269).
    - Your Supervisor, as soon as possible.
    - Risk Management immediately if Serious Injury has resulted, (805-756-6755)
      - Report minor injuries and vehicle damage within 24 hours!
      - Contact University Police 805-756-2281, after regular work hours and on weekends.
- Driver Safety and Training - https://afd.calpoly.edu/ehs/driversafety.asp
  - State Employees - Request to Operate Vehicles on University (State) Business Form
  - Volunteers or Non-state entities - Volunteer Identification Form [DOC]
  - Use of Private Vehicle - Authorization to Use Privately owned Vehicles on State Business (STD 261) Form [PDF]. This form should be retained in your department.
  - When notified by Environmental Health & Safety, complete the University's online defensive driver training course.
  - Before driving other vehicles such as power carts, forklifts, aerial lifts, tractors, etc., completion of training and certification as identified in applicable CSU guidelines and Cal OSHA regulations is required.

Contact Information

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