

Facility Services

Procedural Guidelines



Title: Vehicle Use and Maintenance Procedure

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Intent: Provide guidance for campus vehicle owners on the requirements for maintenance, inspections, and documentation of vehicle use.

Procedure:

All departments with state-owned vehicles are subject to the campus motor vehicle inspection policy (see California Education Code link below) whether the department contracts with Facilities Services Transportation Department for services.

Preventative Maintenance (Lube, Oil, Filter)

All state owned vehicles will undergo a regular lubrication and adjustment service at an interval of 4,000 or annually, whichever comes first. See attached Preventative Maintenance Checklist.

Inspection

All state owned vehicles will undergo a regular vehicle safety inspection at an interval of 12,000 miles or annually, whichever comes first. See attached Vehicle Inspection Checklist.

All vehicles subject to smog inspections must be tested and pass inspection biannually.

Repair

Whenever possible, minor repair of CSU-owned vehicles will be performed in campus automotive service shops. Campus Vehicle Fleet Manager approval is required when the parts costs exceed \$1,000 or when replacement of the vehicle may be considered.

Campus Vehicle Fleet Manager approval is required when the cost of repair will be greater than \$1,500. An attempt shall be made to obtain three estimates. (If three estimates are not obtainable, an explanation should be retained in the vehicle repair file.) Preferably, one of the estimates should be from an authorized dealer for the make involved.

Adequate estimates must quote flat rates on labor for parts replacement and net prices on parts, when applicable, for comparable jobs or job elements. When parts are to be repaired or straightened rather than replaced, estimated time costs are acceptable. All costs must be itemized.

Each estimate will be submitted in triplicate to the Campus Vehicle Fleet Manager, who will make the award to the estimator who has included all the work required to repair the vehicle, not necessarily the lowest bidder. If hidden damage is found after the vehicle has been dismantled, the inspector may authorize any necessary additional cost.

The accepted estimate is distributed as follows:

- The original is attached to the invoice.
- One copy is retained in the campus vehicle repair file.
- In accident cases, a copy is furnished to the Office of Risk and Insurance Management.

Process for Maintenance, Inspections, and/or Repair

Departments may procure vehicle maintenance and inspection services in a variety of approved methods:

- Facility Services in-house services on a recharge basis. Estimates will be provided in advance for all but emergency requests. If a department contracts with Facilities Services to satisfy compliance requirements, Facilities Services will assume responsibility for maintaining all required vehicle inspection reports and scheduled maintenance documentation.
- Approved campus contracted vendors under existing service agreements approved by Facility Services and Contracts and Procurement. For campus contracted vendor, proof of routine service performed will be forwarded by the service provider to Transportation Services.
- Other vendors may be used after performing the assessment below. If the estimate and scope are over \$1500, approval must be obtained from the Lead Transportation Mechanic in advance. If an outside vendor other than a campus contracted vendor is used, proof of routine services performed must be forwarded to the Campus Vehicle Fleet Administrator in Facilities Services upon completion of work.
- CAFES fleet maintenance for CAFES vehicles only.

For scheduling or repair status contact the Transportation office at:

- Phone: 756-6022
- transportation@calpoly.edu
- [Vehicle Service Form](#)

For a list of approved outside vendors refer to the Facility Services Transportation website at:

http://www.afd.calpoly.edu/facilities/services_transportation.asp?pid=3#Maintenance

or Contracts and Procurement website at:

<http://www.afd.calpoly.edu/cprm/UniversityContracts.asp?pid=2>

Selecting Transportation Services or an Outside Vendor

The CSU / SETC collective bargaining agreements article 4.4 states, when making any decision to contract out normal Bargaining Unit work, in making its reasonable efforts to determine whether to perform the work in-house, the Campus or Chancellor's Office shall consider the following factors before contracting out the work:

- The availability for Bargaining Unit employees to perform the work to be contracted out;
- Whether the available Bargaining Unit employees have the special skills and licensures to perform the project;
- Whether or not the work could be completed within time constraints applicable to the project;
- The availability of required materials and/or equipment necessary to complete the project; and/or
- The cost involved in performing the work in-house versus contracting out that work.

The requesting department must perform and document the following steps when determining whether to use Transportation Services or an outside vendor.

- Call, email, or fill out a Vehicle Service Request Form to obtain a quote and timeline for requested vehicle service or repair (See Process for Maintenance, Inspection, and/or Repair above).
- Compare that quote and timeline to the outside vendor pricing.
- Document the following items (keep in your department files)
 - Any additional in-house costs for performing vehicle services (i.e. drop-off/pick up)

- Price and timeline comparison of using Transportation Services vs. outside vendors
- Cal Poly's inability to meet your requested timeline or a lower vendor price is justification to contract out.
- An e-mail from the Lead Transportation Mechanic stating that Transportation Services cannot perform the work is justification to contract out.

Documenting Control of and Monitoring Use of Vehicles

As required by the CSU Use of University and Private Vehicles Policy Guidelines, a vehicle log must be maintained for all state owned vehicles. This can be accomplished by keeping a log for check in and check out for vehicles with multiple drivers (see attached State Vehicle Usage Tracking Sheet) or by documenting specific driver use of a state owned vehicle (see attached State Owned Vehicle Driver Assignment Form).

All documentation used to control and monitor the use of state owned vehicles must be kept by the department for a period of 7 years after the disposal of a vehicle and furnished upon request.

Guiding Policies

Executive Order 691:

<http://www.calstate.edu/eo/EO-691.pdf>

CSU Use of University and Private Vehicles Policy Guidelines:

http://www.calstate.edu/risk_management/documents/VehicleUseGuideBook.pdf

California State Education Code Section 89030-89049.1:

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=89001-90000&file=89030-89049.1>

CAP:

<http://policy.calpoly.edu/cap/300/cap330.htm>

Cal Poly Property Control Procedures:

https://afd.calpoly.edu/fiscalservices/Forms/Property%20Control%20Procs%209_14_%2010.pdf

Parking Regulations:

http://afd.calpoly.edu/police/parking_services_regulations.asp