



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Motor Vehicle Inspection Program	
Department: Facilities Management	Reference No.:
Division: Administration & Finance	Issue Date: July 2003
References: Executive Order 691 CSU Policy Manuel for Contracting and Procurement-Section 603	Revision Date: January 2009
Web Links: Executive Order 691 Manuel for Contracting and Procurement	Expiration Date: NA

These regulations are intended for the safety of the vehicle operators and the general public as well as for the general life cycle of the vehicles. It is important to comply with the following regulations and guidelines. Failure to do so may result in revocation of driving privileges.

1. POLICIES AND PROCEDURES

Maintenance: In order to guarantee the maximum useful life of State-owned vehicles, a maintenance service is required every 4,000 miles or six months, whichever comes first, and also at 12,000 miles or annually, whichever comes first. This maintenance service may be done by Facilities Management or an outside vendor at the department's discretion. In either case, the maintenance service must be documented on the "Periodic Safety Inspection and Preventive Maintenance and Lubrication Service" form and filed with the Campus Vehicle Inspector. Facilities Management, for an annual fee, is available to perform the required service. As of January 2003, the Weekly Checklist inspection form is no longer required; however, monthly inspections are required. Also, please note the electric cart manufacturer and Facilities Management recommends that cart batteries be inspected weekly on a voluntary basis. It is essential that the water in the batteries be kept full at all times in the electric vehicles to ensure the life and performance of the vehicle. Failure to maintain adequate water levels in the electric vehicle batteries may result in costly repairs that can otherwise be prevented.

For copies of inspection forms and the annual memorandum from Facilities Management notifying campus departments of inspection and maintenance procedures and services offered by Facilities Management, please visit the Physical Planning and Facilities Management website located at: <http://daf.csulb.edu/forms/ppfm/index.html>.

- a) **Repair:** Written estimates of additional repair work noted during the vehicle maintenance inspection will be provided before any repair work is performed. If a campus department elects to use an outside vendor, a written estimate by the outside vendor must be provided to the Fleet Administrator for review before any repair work is performed. Additionally, documentation of required services performed must be provided along with an original copy of the vendor invoice to the Fleet Administrator upon completion of repair by an outside vendor. Procedures call for a complete inspection of vehicles by the campus fleet administrator upon completion of work conducted by an outside vendor. This includes inspection of new vehicles purchased. Purchasing and repair assistance and information is available to campus departments through the Fleet Administrator and the University Purchasing department to assure the most competitive price and quality of service are obtained.
- b) **Replacement:** Vehicle replacement policies are maintained by individual campus departments and vary according to department needs. As a general rule, upon inspection by the Fleet Manager and approval by the Director of Facilities Management, when estimated repairs exceed the value of the vehicle or evolving departmental needs render the use of the vehicle to be prohibitive, replacement or re-utilization is recommended (See Item 2 below).
- c) **Support:** Pursuant to Executive Order No. 691, The Office of the Chancellor, through Financing and Risk Management, will assist in obtaining competent advice on related matters, and is available to assist



CALIFORNIA STATE UNIVERSITY, LONG BEACH

university management in meeting their responsibilities to control the risks associated with vehicle operations. Additionally, information is routinely disseminated to the CSU from the State Department of General Services (DGS), Office of Fleet Administration or may be obtained by contacting DGS or accessing their web site at www.fleet.ca.gov.

2. VEHICLE EVALUATION

- a) **Disposition:** Pursuant to CSU Policy Manual For Contracting and Procurement (Formerly "SUAM") Section 603 "Disposal of Vehicles" (Reference: California Vehicle Code 24007 et seq.):

A campus vehicle may be discarded, traded in, or sold whenever the campus determines it is within its best interests to do so, regardless of age or mileage, or at such time as the vehicle has been determined to be unsafe for continued use, or when it no longer serves the purpose for which it was required. Options for the disposal of a vehicle can include (1) surveying it to the DGS State Surplus Property Division, (2) transferring it to the DGS Fleet Administration Division, and (3) liquidating it through competitive bidding or auction at the maximum price attainable in the open market.

- b) **Surplus/Re-utilization:** Pursuant to routine vehicle inspection (See Item 1), vehicles are maintained in a safe manner until such time that they are removed from service in compliance with Section 603 above or are surveyed to be removed from University inventory through University Property Management procedures. Whenever possible, vehicles are transferred to and/or re-utilized to other campus departments through the University Property Management department.
- c) **Information Dissemination:** Motor vehicle information is coordinated and interpreted by the campus Fleet Administrator. The Fleet Administrator is responsible for communicating and disseminating information to campus departments when requested; as changes in policies occur i.e., changes in the California Emission Requirements; or on an as-needed basis to relevant campus parties i.e., recall of a particular make and model vehicle with a specific repair requirement. Additionally, a copy of the Motor Vehicle Inspection policy is posted to the Facilities Management web page and distributed to relevant campus parties on an annual basis.

3. CAMPUS CONTACT

- a) The campus contact serves as the Facilities Management liaison to campus departments for all matters related to motor vehicle maintenance, inspection, repair, disposition, and general information. To maintain currency with advances in engineering, changes in warranty policies, dealer services, etc., the university auto shop subscribes to Mitchell on Demand, an electronic database that is updated annually in coordination with a complex network of automotive dealers and equipment manufacturers. The database serves as an on-line technical service manual which details comprehensive automotive information to automotive professionals including but not limited to; recall bulletins, warranty information, maintenance and repair specifications and diagrams, manufacturer defects, and any and all other information related to motor vehicle inspection, maintenance, and repair.
- b) Paul Johnson, Campus Fleet Administrator
University Auto Shop
Facilities Management
Phone (562) 985-8156
E-mail: pjohnson@csulb.edu

4. DOCUMENTATION AND REPORTING

- a) **Repair Costs:** Copies of all monthly, periodic, and annual vehicle inspections, work orders and repairs performed by campus personnel, and outside vendor invoices are kept on file in the Facilities Management department and are available for review upon request. Depending on the nature of the documentation, records are retained for a period ranging from 6 months to 3 years.
- b) **Operating Costs:** All motor vehicle expense data including labor, materials, chargebacks to departments,



CALIFORNIA STATE UNIVERSITY, LONG BEACH

and chargeback revenue is maintained electronically within the Automotive module of the campus Facilities Information System database. Costs are calculated based on actual labor, material costs and indirect costs incurred. All transactions are monitored on an on-going basis through an internal system of checks and balances between the Auto Shop, Purchasing, and Budget managers within Facilities Management, campus departments, and the University. Reports are customizable and available for review upon request.

- c) Reporting: At year-end management reports are generated by Facilities Management to quantify and reconcile any variances that may exist between chargeback revenue and expense. Final reports are forwarded to the Director of Facilities Management and are available for general review.

FORMS: Vehicle Inspection Forms