

PROCEDURE #11-010:
EFFECTIVE DATE:

Vehicles / Rolling Stock / Motorized Equipment
September 1, 2010

I. Purpose

The purpose of this policy is to define the approval process for the purchase of vehicles, rolling stock and all motorized equipment (“Fleet”).

II. Policy Statement

Approval for all Fleet purchases will be centralized through Facilities Management and Procurement Services to ensure that all procurement requirements are met and that all Fleet additions are appropriate, comply with all standardization & safety efforts, meets the needs of the University, are appropriately registered, licensed and meet all Federal requirements (EPAAct).

III. Definitions

- **Fleet** - Any licensed/unlicensed vehicle, motorized equipment (on-road-off-road) or rolling stock owned or leased purchased by the University, to include lawn equipment, marine equipment, generators (stationary or portable), pumps, or other gas/ignition engine devices.
- **EPAAct** - The Energy Policy Act (EPAAct) was passed by Congress on October 24, 1992, with the goals of enhancing our nation's energy security and improving environmental quality. Parts of the Act were designed to encourage use of “alternative fuels,” not derived from petroleum that could help reduce dependence on imported oil for transportation.

IV. Procedure

Prior to being submitted to the Department of Procurement Services, all Fleet requests shall be forwarded to the Department of Facilities Management for review and approval by the University’s Transportation Officer. The Department of Facilities Management shall be authorized to modify specifications in order to comply with the University’s standards and safety requirements. Upon approval of all such Fleet requests, the Department of Procurement Services shall be responsible for obtaining contract prices, or as necessary, soliciting of competitive pricing. If solicitation is required, the evaluation of responses and subsequent recommendation for award shall include the requesting Department, the Department of Facilities Management and the Department of Procurement Services.

V. Accountability and Responsibility

- a. Requesting Departments are responsible for (i) ensuring that any Fleet request is necessary and properly budgeted for, (ii) providing accurate and detailed specification information, (iii) submitting the Fleet request to Facilities Management for final review and approval, and (iv) submitting to Procurement Services for processing, the Facilities Management approved request.
- b. The Department of Facilities Management is responsible for development (when applicable), review, and final approval of all Fleet specifications.
- c. The Department of Procurement Services is responsible for (i) ensuring all requisitions for Fleet requests are complete with approved specifications from Facilities Management, and (ii) the procurement process and/or transaction is in accordance with the applicable procurement policies and procedures.

VI. Specific Requirements

Any unresolved issues with regards to Fleet specifications will be forwarded to Facilities Management for final resolution. All Fleet add-ons or additional requirements will require advance approval from Facilities Management, and shall include, but are not limited to, the following items:

- A. Audio or video devices such as radios, CD players, DVD players, cameras, etc.;
- B. Emergency warning devices;
- C. All non-factory installed accessories;
- D. Private communication devices or accessories;
- E. Window tinting;
- F. Tire and wheel assembly;
- G. Mounted tool boxes;
- H. Bumper stickers, decals, signs, and advertisements;
- I. Traffic control devices;
- J. Global Positioning System (GPS) devices; and
- K. Towing hitches.