

**University of Colorado at Boulder
University of Colorado at Denver and Health Sciences Center**

Fleet Management Rules

Purpose: Outlines mandatory procedures to ensure proper management and control of the university's fleet.

Issued by: Director of Transportation Services

Effective Date: July 1, 2005

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1. DEFINITION OF "UNIVERSITY FLEET"

The university fleet shall include all licensed and titled vehicles including boats, golf cart-type vehicles and trailers owned by the university or for which the university is responsible (i.e. vehicles acquired with federal funds). This includes all such vehicles regardless of funding source or method of acquisition.

2. USE OF UNIVERSITY FLEET

- a. University vehicles shall be used only in connection with official university business or activities. Official university business (or activities) is defined as the performance of tasks in furtherance of the mission related services that the department responsible for the vehicle is charged with providing to its customers and the university community.
- b. University vehicles may not be taken home at night or used on overnight trips without the prior written approval of the Approving Authority or designee, and the Transportation Authority. The *Approving Authority* is normally the individual responsible for expenditure of unit funds, and may be someone other than the *Appointing Authority*. The *Transportation Authority* is the manager of the unit with overall responsibility for University Fleet Management at the campus.

- c. University vehicles may not be used for personal purposes. *De minimis* personal use (personal use that is of so small a value that accounting for it would be unreasonable or administratively impractical) may be authorized by the approving authority. An example would be a meal stop between two official business destinations, as long as the meal location is on an essentially direct route between authorized destinations. “De minimis” use does **not** include transporting any person not involved in University business including family members, friends, or relatives; recreational use; transporting or storing personal property unrelated to University business; use of a University vehicle in support of any charitable philanthropic, religious, political or fraternal entity or activity (unless prior authorization is received in writing from the Approving Authority and Transportation Authority); or any unlawful use of a University motor vehicle. These are examples of prohibited uses that are not “de minimis”; such prohibited use is not limited to these examples only.
- d. Authorized users are responsible for the proper care, operation, maintenance, and protection of the vehicle while in their care.
- e. Fleet vehicles shall only be operated by faculty, staff, students or other authorized university affiliates who possess an appropriate, valid driver’s license. See additional guidance in University Risk Management Best Practices Standard Operation of Vehicles.
- f. Departments having university vehicles assigned to them are responsible for their assignment and use in compliance with all applicable university policies and procedures. See the University of Colorado Transportation Driver and Vehicle Safety Manual for specific driver responsibilities.
- g. In accordance with university policy, no smoking is allowed in university vehicles.
- h. Fines or penalties for infractions of the law by the driver of a university vehicle are the personal responsibility of the driver.

3. ADMINISTRATIVE RESPONSIBILITIES

a. Acquiring / Responsible Department

- 1. Ensure that vehicle is operated properly, cared for, and maintained.
- 2. Maintain the inventory record in the Capital Asset Management System.
- 3. Provide current vehicle information to Transportation Services so that it can be tracked in the fleet management information database.
- 4. Provide accurate monthly mileage reports.

b. Transportation Services

1. Provide specifications for procurement of vehicles as requested by acquiring department (see section 9 below).
2. Administer the disposal process (see 7.c below).
3. Process vehicle registration certificates, as required by the State of Colorado.
4. Oversee the maintenance of vehicles, including work performed at the fleet garage or third party service provider. Note: Departments must get approval from Transportation Services in advance of contacting a third party service provider.
5. Maintain accurate maintenance records for the university fleet, including:
 1. Repair & maintenance scheduling and billing
 2. Charges for fuel, maintenance, insurance, and administrative fees

c. University's Procurement Service Center

Negotiate purchases and issue purchase orders for vehicles on receipt of a requisition from a department.

4. ACQUISITIONS

- a. Vehicles may be purchased with departmental funds in accordance with university and state fiscal policies and procedures.
- b. If a purchase is financed, university policy requires that the financing term not exceed the useful life of the vehicle. Please contact the appropriate campus controller's office for additional guidance.
- c. Departments may occasionally choose to acquire a vehicle through surplus property sales. The procedures for replacing or adding a vehicle described in Sections 7 and 8 below must be followed. The department should consider that it may be buying a vehicle which another department did not think was worth fixing. The department should consult with Transportation Services and the previous department owner for information on the vehicle's condition. The department must have the consent of Transportation Services before acquiring a vehicle from surplus property sales.
- d. Intra- or interdepartmental transfers may be made at the discretion of the department(s) involved. The department(s) must notify the appropriate property liaisons(s) and follow procedures set forth by the campus Controller's Office(s). In addition, Transportation Services must be notified in writing prior to the transfer to assure proper accounting. If the vehicle was originally purchased with a loan, the appropriate campus Controller's Office must be directly notified of the change in ownership. They will make the changes necessary to ensure that the correct department is charged for the remaining loan payments.

5. VEHICLE NUMBER AND REGISTRATION

Regardless of the method of acquisition, each university fleet vehicle shall be assigned an asset number. Each vehicle shall also be registered in the name of the Regents of the University of Colorado, except when purchased with federal funds. In such cases, title may be retained by the federal government. The number will not be changed if a vehicle is transferred to another department. The number is retired when the vehicle is sold.

6. INSURANCE

University Risk Management oversees the insurance program for the university fleet. Departments are responsible for funding insurance costs associated with vehicles under their control. All vehicles titled to the University of Colorado or for which the university is responsible must be covered by university insurance unless an exception has been approved by University Risk Management.

7. REPLACING A VEHICLE NOW IN THE FLEET

- a. **Schedule:** As a general guide, a vehicle should be considered for replacement on a seven-year or 77,000-mile basis. Low-mileage vehicles, including trucks and vans may be retained over a longer term.
- b. **Approval:** When a department requests a replacement vehicle, the purchase requisition must be approved by the appropriate dean, department head and/or other authorized approver in accordance with University procurement rules.
- c. **Disposition of Replaced Vehicles:** When the replacement vehicle is received, the vehicle being retired from service must be released by the department to Transportation Services. Transportation Services initiates the necessary disposal requests through the University Property Accounting Office and obtains appropriate approvals for disposal of the vehicle. Transportation Services retires the vehicle from the university fleet and then sends it to auction to be sold. Proceeds that exceed the cost of disposal shall be credited to the department that funded the vehicle.

8. ADDITIONS TO THE FLEET

A department may, at its discretion, add to its complement of vehicles. A Vehicle Description Questionnaire must be completed and signed by the appropriate dean, department head and/or other authorized signer. As with a replacement, the purchase requisition must be approved by the appropriate dean, department head and/or other authorized approver in accordance with university procurement rules.

9. ACQUISITION RESPONSIBILITIES

The requesting department, Transportation Services and Procurement Service Center all take part in the acquisition of university fleet vehicles. The acquisition process follows:

- a. **The requesting department** prepares an online requisition and forwards specifications and price estimates to the Procurement Service Center. Transportation Services shall be included as an FYI on the requisition's electronic routing slip. The department purchasing the vehicle needs to provide the final approval for University of Colorado acceptance and payment.
- b. **Transportation Services** provides advice on mechanical specifications and provides cost estimates using price lists negotiated by the University. At the time of delivery, Transportation Services inspects vehicles to ensure that specifications are met, assigns a CU asset number and applies a University logo to the vehicle.
- c. **The Procurement Service Center** provides names of suppliers, negotiates price, terms and delivery, and purchases the vehicle after specifications are reviewed by Transportation Services.
- d. The appropriate **campus controller's office** administers the financing of university fleet vehicles when necessary.

10. INVENTORY RESPONSIBILITIES

All university fleet vehicles must be delivered to and received by Transportation Services before a department uses it. Transportation Services is responsible for tagging each vehicle with a university property tag. Transportation Services will delete tags from inventory when a department's vehicle goes to auction. The department purchasing the vehicle needs to provide final approval prior to inventory and asset assignment.

11. OPERATIONS AND MAINTENANCE

- a. **Gas and Oil:** Gas for the university fleet must be obtained by vendors participating in the university's fuel card contract. Oil shall be obtained, whenever possible, at the university's vehicle maintenance facility.
- b. **Repairs**
 1. University vehicles in need of any type of repair are to be taken to the university's vehicle maintenance facility unless the department has received approval from the director of Transportation Services or designee to use a third party service provider.
 2. Costs associated with repairs will be billed by Transportation Services to the responsible department.

c. **Maintenance**

1. Periodic preventive maintenance is scheduled for all university fleet vehicles. Transportation Services is responsible for notifying departments in writing of required maintenance. Departments are responsible for scheduling appointments with the university's vehicle maintenance facility in a timely manner.
2. Repairs that are necessary due to the lack of preventive maintenance will be charged to the responsible department.

12. ACCIDENTS INVOLVING UNIVERSITY VEHICLES

- a. **Accidents on Campus:** The driver of a university vehicle involved in an accident on university property must immediately report the accident to the University Police. A police officer will obtain all the required information at the scene of the accident and later, if necessary.
- b. **Accidents off Campus:** If a university vehicle is involved in an accident off university property, the report of the accident must be made at once to the local police, highway patrol, county sheriff, or other appropriate jurisdictional division in accordance with the law. The driver of a university vehicle should not jeopardize the university's position in regard to its insurance by admitting fault or liability, nor should any reimbursement be offered or made.
- c. **Accident Reports:** At the time of the accident or as soon as possible thereafter, the driver must fill out an accident report form making notes of the following information and submit the form to Transportation Services:
 - (1) Nature and extent of the accidental damage to other property or vehicles.
 - (2) Name and addresses of both the legal owner and the driver of the other vehicle.
 - (3) License number, make, and model of the other vehicle.
 - (4) Time, place, and date of the accident.
 - (5) Names and addresses of anyone injured, and the nature of their injuries.
 - (6) Names and addresses of any witnesses.
- d. **Medical Costs:** Faculty and staff who have been authorized to use university fleet vehicles for official purposes are eligible for Worker's Compensation benefits, including costs of medical treatment, hospitalization, and partial compensation for time lost from work if injured in an accident while driving or riding as a passenger in a university vehicle, or personal vehicle being used in support of university business.

- e. **Insurance:** The University's liability insurance provides protection to all authorized drivers of university-owned vehicles or government-owned vehicles assigned to the university. The University of Colorado self-insures for collision, fire, theft and liability; however, each department must assume the prevailing deductible amount. Operator(s) and/or departments that are found at fault or negligent may be held responsible for administrative fees, diminishment of value, towing, storage, impound fees and costs incurred by Transportation Services to recover the vehicle and to establish damages.
- f. **State Contract Rented Vehicles:** Rented vehicles used in support of official university business or activity are subject to the same procedures that apply to university vehicles if there is an accident, except that:
 - (1) The university operator must use the university's approved travel credit card and follow those procedures. See University Travel Website for more information.
 - (2) The rental agency's insurance must first be used before university's insurance becomes applicable.
 - (3) Provided that travel procedures are followed, departments are not required to pay any costs for loss or damage to rented vehicles or for liability.

13. USE OF PERSONAL AUTOMOBILES FOR UNIVERSITY BUSINESS

- a. **Authorized Use:** See University Risk Management Best Practices Standard Operation of Vehicles for guidance.
- b. **Accidents:** A person who has been authorized to use a personal automobile for official university business or activities must follow the same procedures for the initial police report of an accident that apply to drivers of University Fleet vehicles (see section 12 above). The driver must obtain all the required information, and notify the department head or designee and University Risk Management as soon as possible following an accident.
- c. **Medical Costs:** If it is established that the driver was engaged in official university business or activities when the accident occurred, the driver is eligible for Worker's Compensation benefits.
- d. **Insurance:** The university's liability insurance policy provides excess liability insurance protection to employees while they are using personal vehicles on university business, subject to the following provisions:
 - (1) The employee's insurance is primary and will be applicable before the university's insurance will defend or pay any claim.
 - (2) The university does not provide any insurance protection for fire, theft, collision, or other loss or damage to employees' personal vehicles. Employees that use their personal vehicles in support of university business should consult with their insurance agent or broker for information regarding coverage provided by their personal insurance policies regarding these circumstances.