

**University of Colorado at Boulder,
University of Colorado Denver and
Anschutz Medical Campus**

Fleet Management Procedures

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

Issued by: Director of Transportation Services

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1. DEFINITION OF “UNIVERSITY FLEET”

The university fleet shall include all street legal, licensed and titled vehicles including, but not limited to, golf cart-type vehicles, motorcycles 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

(Information also available through the Office of Policy and Efficiency (OPE)
<https://www.cu.edu/ope/aps/7002>)

- 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 department Dean or Director. 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 daily inspections, maintenance and proper operation of the vehicle while in their care. Users should work with the vehicle coordinator for the scheduling of maintenance and repair through the Transportation Services Garage. Users should ensure that state-owned vehicles’ interiors and exteriors are kept clean, and they should ensure that every reasonable precaution is taken to prevent theft or vandalism of state-owned (or rented) vehicles. No motor vehicle shall be left unattended with the keys in the ignition- while the engine is running, or the engine is off.
- e. Vehicle operator(s) must abide by all motor vehicle statutes and regulations. These statutes may include, but are not limited to, local and state statutes and federal motor carrier safety regulations where they might apply.
- f. Fleet vehicles shall only be operated by faculty, staff, students or other authorized university affiliates who possess an appropriate, valid driver’s license and have been approved through Transportation Services.
- g. 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.
- h. In accordance with university policy, no smoking and/or alcohol (including transportation of alcohol beverages) are permitted in university vehicles. Exception: You may only transport alcohol beverages with an approved “official function” form; see Procurement Service Center (PSC) website.

- i. Fines or penalties for infractions of the law, including parking tickets, by the driver of a university vehicle are the personal responsibility of the driver.

3. ADMINISTRATIVE RESPONSIBILITIES

a. Acquiring / Responsible Department

- a. Ensure operators are performing proper daily inspections and maintenance as required by the manufacturer.
- b. The vehicle coordinator is responsible for the scheduling of maintenance and repair through the Transportation Services Garage. Under no circumstances shall any work be performed by anyone other than the Transportation Services Garage **without prior approval** from the Transportation Maintenance Manager. (Also see: **Vehicles Requiring Special Equipment** section 7. d.)
- c. Ensure that state-owned vehicles are brought in for emissions tests as necessary before the expiration date. (Departments will be notified by Transportation Services of emissions being due.)

b. Transportation Services

- a. Provide specifications for procurement of vehicles (see section 4.g. below).
- b. Administer the disposal process (see 4.e.3. below).
- c. Process vehicle registration certificates, as required by the State of Colorado.
- d. Oversee the maintenance of vehicles, including work performed at the fleet garage or third-party service provider.
- e. Maintain accurate maintenance records for the university fleet, including:
 - a. Repair & maintenance scheduling and billing
 - b. Charges for fuel, maintenance, insurance, and administrative fees
- f. Provides guidance and training regarding Federal, State and local regulatory compliance.

c. University's Procurement Service Center

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

4. ACQUISITIONS AND DISPOSAL

- a. By contacting Transportation Services, 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 4.e. and 4.f. below must be followed. The department should consider that the vehicle was deemed to be beyond its useful life. The department should consult with Transportation Services 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. Document links and more information are available on the Transportation website.
<https://www.colorado.edu/pts/university-vehicles/fleet-services/departmental-vehicles>
- e. Replacing a vehicle currently in the fleet
 - a. **Schedule:** Please contact Transportation Services for advice on a replacement schedule. The schedule will vary per vehicle to optimize vehicle use and value.
 - 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.

When retiring a vehicle to Transportation Services:

- a. The department is required to complete a [Property Disposal Form](#) when disposing of a vehicle. (This form can be found through the Transportation Services website)

- b. The Transportation Services Garage will remove any special equipment that has been installed.
- c. An emissions test is required one week prior to turn-in.
- d. Remove trash and personal items from the vehicle.
- e. The gas credit card, registration, vehicle packet and all sets of keys must be submitted to Transportation Services.
- f. Transportation Services sends the vehicle to Property Services to be sold online or at auction. Proceeds that exceed the cost of disposal shall be credited to the department that funded the vehicle.

f. Additions to the Fleet

A department may, at its discretion, request an addition to its complement of vehicles. A Transportation Services Vehicle Request Form 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.

g. Acquisition Responsibilities

The requesting department, Transportation Services and Procurement Service Center all take part in the acquisition of university fleet vehicles. Document links are available on the Transportation website.
<https://www.colorado.edu/pts/university-vehicles/fleet-services/departmental-vehicles>

The acquisition process is as follows:

1. The requesting department fills out a [Vehicle Request form](#). It must include a signature and the proper speedtypes for the initial purchase and for future maintenance.
2. Please work with the [Office of Contracts and Grants \(OCG\)](#) for approval if using a sponsored funds (fund 30,31 or 12 speedtype) to pay for a new vehicle.
3. The Fleet Manager works with the Transportation Maintenance Manager to provide advice on mechanical specifications and cost estimates using State of Colorado vehicle price agreements. This process includes special equipment needs. (See notes: 7. d **Vehicles Requiring Special Equipment** regarding previously acquired vehicles)
4. The Fleet Manager reviews the specifications, identifies the name of supplier, and verifies the contracted price, terms and delivery.
5. The Fleet Manager provides the final quote to the requesting department for approval before submitting a requisition to Procurement Service Center for a purchase order to buy the vehicle.

6. At the time of delivery, Transportation Services inspects the vehicle to ensure that specifications are met and everything is in working order.
7. Transportation Services applies a university logo to the vehicle, obtains the title, registration, license plates and fuel card where applicable.
8. The new vehicle will not be released to the department until Transportation Services has performed a final inspection and plated the vehicle.
9. The Property Accounting Office within the Campus Controller's Office will process and assign the CU Property Tag to fleet vehicles over \$5,000.

h. 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. Tags will be removed 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.

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/auctioned/disposed of.

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.

7. 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. If the vehicle has alternative fuel capability, the appropriate alternative fuel should be the first choice when fueling. Oil shall be obtained, whenever possible, at the university's vehicle maintenance facility.

b. Repairs

- a. 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 Transportation Maintenance Services, or designee, to use a third-party service provider.
- b. Costs associated with repairs will be billed by Transportation Services to the responsible department.

- c. **Maintenance:** Periodic preventive maintenance is scheduled for all university fleet vehicles. Transportation Services is responsible for notifying departments of required maintenance. Departments are responsible for scheduling appointments with the university's vehicle maintenance facility in a timely manner. Delinquent preventative maintenance may be charged additional fees.

d. Vehicles Requiring Special Equipment:

1. Special Equipment should/can be requested during the vehicle acquisition process. (See 4. g. 3., above)
2. Departments requiring special equipment on existing university vehicles must coordinate with Transportation Services as approval must be given prior to any installation or commitment of installation. Departmental vehicle coordinators will communicate needs with Transportation Services for special equipment on state-owned vehicles. The acquisition and installation of special equipment can be handled in one of the following ways:
 - a. They are purchased and installed by Transportation Services, with all special equipment costs and labor charged to the requesting department.
 - b. A third-party supplier installs the special equipment after Transportation Services has approved the scope of work. Upon completion, Transportation Services will follow up with a post-inspection before any payments are rendered to the supplier.
3. Any department having requirements for special equipment installed on existing vehicle, must initiate a request, in writing, to Transportation Services. Requests should be made as soon as possible to allow for adequate time for approval, equipment procurement, and installation of the special equipment. Requests should include the following information:
 - a. Type of vehicle (and unit number/license plate of vehicle)
 - b. Special equipment needed
 - c. Suggested vendor
 - d. Approximate cost

- e. Anticipated length of use
- f. Overall justification for purchase and use

NOTE: Roof-mounted devices for cargo, luggage, or observation platforms are considered special equipment and are prohibited without authorization from Transportation Services. Departments will be billed the entire cost of repairs for damage caused by the use of roof-mounted devices.

4. Prior to disposal of the department vehicle, it will be restored to its original configuration by Transportation Services. All associated costs of restoration will be charged to the department. Occasionally, the vehicle can be auctioned with installed equipment, at the discretion of Transportation Services.

8. 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 the Transportation Accident Report form making notes of the following information and submit the form to Transportation Services within 24 business hours of the incident:
 - a. Nature and extent of the accidental damage to other property or vehicles.
 - b. Name and addresses of both the legal owner and the driver of the other vehicle.
 - c. License number, make, and model of the other vehicle.
 - d. Time, place, and date of the accident.
 - e. Names and addresses of anyone injured, and the nature of their injuries.
 - f. Names and addresses of any witnesses.
 - g. The responsible department must coordinate with Transportation Services to make the vehicle available for an inspection to assess damage and to ensure the vehicle is safe to operate.

- 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. Contact your HR representative for further instruction.
- 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:
 - a. The university operator must use the university's approved travel credit card and follow those procedures. See University Travel Website for more information.
 - b. The rental agency's insurance must first be used before university's insurance becomes applicable.
 - c. Provided that travel procedures are followed, departments are not required to pay any costs for loss or damage to rented vehicles or for liability.

9. USE OF PERSONAL AUTOMOBILES FOR UNIVERSITY BUSINESS

- a. **Accidents:** A person who has been authorized by their department 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 8. a. and b. 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.
- b. **Medical Costs:** Drivers employed by the University and engaged in official university business or activities when the accident occurred, are eligible for Worker's Compensation benefits, if injured. Such injuries must be reported to University Risk Management within four days.
- c. **Insurance:** The University maintains auto liability insurance coverage for employees and authorized volunteers. The insurance provides a defense against bodily injury and property damage claims resulting from auto accidents which occur in the course and scope of employment and volunteer activity being performed on behalf of the University while operating a vehicle owned, or leased, by the University. Pursuant to the operation of the

Colorado Governmental Immunity Act (CRS 24-10-101) the University will not defend or indemnify University employees or volunteers for auto accidents resulting from the use or operation of personal vehicles on official University business.

- a. It is recommended that employees or volunteers using personal vehicles on University business review their personal automobile liability insurance coverage limits for adequacy.
- b. Similarly, the University does not provide physical damage (collision, theft, weather related etc) insurance coverage on personal vehicles of employees or volunteers.