




Date: September 27, 2016

To: Fleet Distribution

From: Frank A Fasano 
Associate Vice President Facilities Services

Re: Annual Fleet Operations Procedures Update

This document outlines the detailed operational procedures required for compliance with the Campus Motor Vehicle Inspection program directives as derived from Executive Order 691-Motor Vehicle Inspections, and applicable sections regarding vehicle inspection in the CSU policies found in the "Use of University and Private Vehicles-Policies and Regulations".

The Motor Vehicle Inspection Program has campus-wide administrative responsibilities related to vehicle specification, acquisition, inspection, repair, and disposal. This program covers any campus-owned motorized device for land transportation that is self-propelled and carries a driver, or is towed by another vehicle.

Administrative Structure and Reporting:

As the person directly supervising the Fleet Services unit, Frank Fasano is currently designated the Motor Vehicle Inspector (MVI). The MVI is responsible for overseeing program compliance, reporting to the President and cabinet officers; and will designate the appropriate administrator to provide technical assistance if required by the Legislature or management. Ronnie Maqattash, the Campus Fleet Services Coordinator (FSC), provides administration of the maintenance program. The Auto Mechanic, provides technical support. The Chief Engineer, supervises the Auto Shop.

The senior administrator for any Department owning a vehicle is designated as the RME-*Responsible Managing Employee* for that vehicle, and may notify Fleet Services of any person to whom this task has been delegated. The RME is responsible for the vehicle maintenance and fulfilling the requirements of the campus vehicle maintenance program.

Requirements for Campus Vehicle Owners



FACILITIES SERVICES
FLEET SERVICES

1600 Holloway Avenue
San Francisco, CA 94132-1722

Tel: 415/338-1568
Fax: 415/338-6265

The following is a summary of Fleet Operations regulations applying to all campus units.

1. Vehicle Acquisitions (new or replacement vehicles) and Disposal:

Requests for any new or replacement vehicles must be approved by the Dean or equivalent administrative officer and the Vice-President. Specifications for any new or replacement vehicles must be approved by the MVI to insure they meet current inspection standards. Requests for new or replacement vehicles are to be sent to the Purchasing Department. Purchasing will obtain approval from the President.

In addition to the normal requirements for purchasing any kind of State personal property, the acquisition of new or used motor vehicles for campus use necessitates additional registration and certification procedures. These procedures are specified within the contents of the California Vehicle Code sections 4000-6100. It is also campus policy to purchase new vehicles utilizing State contracts negotiated by the Department of General Services (DGS) whenever it is practical. Exceptions may be made on the basis of an emergency or the availability of a more favorable price for a vehicle that closely approximates the specifications of the vehicle for which the State is under contract. When a State contract is not used, vehicles shall be procured by a method that documents reasonableness of price. This may be via solicitation of bids, or by the use of reciprocal "cooperative" contracts executed by other governmental or public entities. All campus vehicle purchases where a State contract is not used must be approved by the Associate Vice President for Financial Management (Vehicle Code 4000-6200; CSU Policy 303.02; PSS 96-14, 96-14a).

Upon delivery of the vehicle, the Procurement Department will notify the Fleet Operations Coordinator, of the purchase for inclusion in the campus vehicle inventory, which is the basis for scheduling all required motor vehicle inspections.

The department RME will arrange for the disposal of campus vehicles, in cooperation with the MVI, the university's Purchasing Department, and in accordance with EO 691. Vehicle disposal criteria include:

- As a result of extensive un-repairable damage, or cost-prohibitive repairs.
- When the vehicle is no longer economically sustainable (life to date and/or single repair cost \geq 50% of original purchase cost)
- When the vehicle is no-longer required
- When programs downscale or shut down

2. Affix labels to all vehicles for notification of drivers of the correct fuel and oil for each vehicle, requirement for seat belt use, and the no smoking regulation. Notify Fleet Services Coordinator if additional labels are needed.



FACILITIES SERVICES
FLEET SERVICES

1600 Holloway Avenue
San Francisco, CA 94132-1722

Tel: 415/338-1568
Fax: 415/338-6265

Label text is as follows:

No Smoking in Vehicles
Use seatbelts if so equipped.
Report accidents immediately:
SFSU Public Safety
415-338-7200
Fuel: Unleaded Gas.
Engine Oil: SAE 30W

[Fuel and oil specification is altered manually for exceptions]

3. Safety Inspections: Vehicles must be given safety inspections by a qualified automotive mechanic every 6 months or 6000 miles, whichever is earlier, to remain in service. A courtesy notice will be issued by the FSC to the RME at least 30 days in advance of the due date based on the last inspection date. Department vehicle safety inspection schedules are available on the Fleet Services webpage. RME's will certify compliance with the above safety inspection guideline by updating the status of their vehicle on the Fleet Inventory/Safety & Smog Inspection Schedule (please forward hard-copies of all smog inspections documents to the Fleet Coordinator).
4. If online vehicle status updates certifying that the vehicle has passed inspection have not been completed by the due date, vehicles are to be taken out of service by the RME. Notification via email is issued by the FSC to the RME when a vehicle is in overdue status. If no certification of compliance has been received, 30 (thirty) days after the due date, notification via email is issued by FSC to the RME with a copy to the appropriate Department Administrator that the vehicle is in Delinquent status.
5. Financial controls: In compliance with current CSU policies stated in the handbook "Use of University and Private Vehicles-Policies and Regulations", the following procedures must be followed:
"For commercially performed repairs of \$1500 or more, three estimates must be obtained. If three estimates are not obtainable [or "prudently economical", per the CSU audit team], documentation should be retained in the vehicle repair file [our service history file, attached to the invoice]. Preferably, one of the estimates should be from an authorized dealer for the make involved."



FACILITIES SERVICES
FLEET SERVICES

1600 Holloway Avenue
San Francisco, CA 94132-1722

Tel: 415/338-1568
Fax: 415/338-6265

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

“Estimates will be submitted in triplicate [copies may be made on campus as needed] to the campus vehicle inspector, who will make the recommendation to 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 additional cost.”

The accepted estimate is distributed as follows:

- The original is attached to the invoice
- One copy is retained in the vehicle history file
- In accident cases, a copy is furnished to the Office of Risk and Insurance Management, Department of General Services

“Note: The campus vehicle inspector’s approval is required on any repair where the parts costs exceed \$1000, or when replacement of the vehicle is a consideration.”

[Please note: Due to campus fleet budget decentralization, the department RME is the responsible budget authority and performs the financial control functions of the “campus vehicle inspector” noted above.]

SFSU special condition: Three estimates are not required for repairs or services obtained under a blanket service order issued by Procurement after a sole source justification or a competitive bid process for routine mechanical and service work. Currently, such sole source justification or competitive bids procedures have been completed for most campus vehicles, except for pickup trucks and passenger vehicles (other than transportation buses) licensed to operate on the public roadway.

6. Preventive Maintenance Scheduling: RMEs are responsible for scheduling preventive maintenance service as called for in the owner’s manuals for their vehicles. These services may often be scheduled in concert with required safety inspections.

7. Warranty Inspection Scheduling: CSU policy mandates inspection prior to warranty expiration in order to ensure the University receives full value of the warranty provisions. RMEs are responsible for tracking warranty expirations for their vehicles and scheduling this inspection.

8. Recall Notices: Manufacturer’s recall notices and similar dealer service communications are received by Fleet Services and forwarded to RMEs to schedule the required work.

9. Service Management: The MVI is available for technical consultation as needed.



10. Compliance Monitoring: Status of department vehicles regarding safety inspections and smog inspections will be maintained via the online Fleet Inventory/Safety & Smog Inspection Schedule as a central point of control for purposes of compliance certification as per Executive Order 691.

11. Vehicle History Files: Complete records of all automotive service expenses (repairs, inspections, and maintenance, but not fuels and insurance) are to be kept in a vehicle service history file maintained by the RME, separated and sorted by vehicle, and made available for annual inspection. These documents should be easily accessible and must be made available to Fleet Services as needed for the purposes of internal and external audits.

12. Daily Operator Inspections: CSU policy directs drivers to conduct a pre-trip visual inspection of the condition of the vehicle, to include testing lights, brakes, and other controls. Written certification of the daily operator inspections are to be completed each day and maintained by the RME for a period of 6 (six) months. Drivers report deficiencies to the RME for correction.

13. Trip Logs: Trip logs are to be used by Departments as needed, such as to collect mileage information for scheduling maintenance.

14. Servicing Vehicles Leased from State Garage: Services to leased vehicles other than minor emergency services will not be provided by the campus Auto Shop. Please see current CSU policies stated in the handbook "Use of University and Private Vehicles-Policies and Regulations" regarding repairs to vehicles leased from the state pool. Inspection services required are obtained from the Department of General Services- Fleet Administration. (916)-327-2085.

15. Annual Reporting: Total aggregate automotive operating costs, including fuels, repairs, and maintenance is to be reported annually by each Department to the MVI for the purpose of calculating the CSU mandated annual analysis of operating costs and vehicle utilization. This analysis is to include a comparison of the current year's cost over the previous year's cost expressed to 2 (two) decimal points. Note: RMEs are responsible for maintaining this record.
Campus Auto Shop Services:

The Auto Shop is available for emergency assistance for service vehicles blocking paths.

Annual update of recharge rates for FY1617:

Auto Mechanic: per hour for General Fund/Auxiliary accounts: In progress



Overtime per hour: In progress

Fleet services administrative services work recharge rates (being developed), cover the hours required per transaction for service, customer service, including scheduling, transporting vehicles, and processing original bills and recharges. Gasoline charged on the Corp Yard Fuel cards is recharged at current wholesale price plus a surcharge of \$.62 per gallon, which covers the maintenance and regulatory costs associated with maintaining on campus fuel storage, dispensing, and accounting system. Historically fuel costs at our pump are \$0.10 below public retail prices, but this is not always possible due to changes in delivered prices.

Recharge rates for Auto Shop are recalculated annually to CSU audit standards, and approved by the SFSU Vice President and CFO.

Responsibilities of Fleet Services Coordinator under Motor Vehicle Inspection Program:

Maintain a current campus RME list and safety and smog inspection and notification calendar.

Serve as primary operational contact for campus Motor Vehicle Inspection Program.

Maintain a current inventory of the campus-owned fleet and a list of non-campus owned vehicles stored and operated routinely on campus paths.

Certify mechanical inspection of all new campus vehicles upon delivery.

Inventory and label all campus-owned vehicles used on campus paths with the campus vehicle ID number.

Make annual inventory reports to the Chancellor's Office.

Maintain and store emergency keys for all campus vehicles except Police vehicles.

Administer Voyager state fuel card program. The Fleet Services Coordinator issues Voyager state fuel cards to campus departments with vehicles. The RME requests Voyager state fuel cards for use with an assigned vehicle from the Fleet Services Coordinator in writing, giving the accounting chartfields to be associated with the charges to the card.

Maintain and administer the Corporation Yard Underground Storage Tank program, including supplies, keycards, and billing. Serve as the liaison with regulatory agencies; maintains Underground Storage Tank Operators Certification.

Perform program compliance audits as needed, or other duties as requested by Motor Vehicle Inspector in implementing the Motor Vehicle Inspection Program.

Act as the RME for Facilities & Service Enterprises vehicles, to schedule, request procurement for, and maintain records of all fuels, service and repairs.

Serve as needed as a liaison with those regulatory agencies having jurisdiction over fleet management, in cooperation with Risk Management, Fiscal Affairs, and other campus departments.



SAN FRANCISCO
STATE UNIVERSITY

FACILITIES SERVICES
FLEET SERVICES

1600 Holloway Avenue
San Francisco, CA 94132-1722

Tel: 415/338-1568
Fax: 415/338-6265