
UCLA Procedure 745.1: Acquisition of Vehicles and Vessels and Vehicle Life Cycle Replacement

Public Review Draft

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I. PURPOSE & SCOPE

As the vehicle and vessel custodian for UCLA campus acquisitions, assignments, replacements, and disposals, UCLA Fleet and Transit is responsible for the strategic planning, review, inventory control, reporting, financing coordination, lifecycle oversight, and operational stewardship of University vehicles and vessels.

This Procedure establishes UCLA Fleet and Transit's standard process for planning, procuring, financing, assigning, maintaining, and replacing University vehicles through a structured life cycle replacement program intended to improve fleet reliability, reduce long-term operating cost, support predictable departmental budgeting, and maintain stewardship over University assets. There are additional passenger transport and cargo transport options available to departments other than vehicles purchased by the University and assigned long-term as addressed in this Procedure. Among these additional options, the UCLA Fleet and Transit maintains a shared-use motorpool for use by departments (see UCLA Procedure 320.1) . These options may be ones best suited to a department's financial resources.

This Procedure applies to:

- vehicle acquisitions by purchase, lease, transfer, or donation;
- Long-Term Assignment, Replacement Planning, maintenance service coverage, and related exceptions for University-owned vehicles managed by UCLA Fleet and Transit;
- vessel acquisitions and registration support where those provisions do not conflict with the current vehicle replacement framework.

Vehicle replacement and acquisition decisions will be guided by Life Cycle Cost Analysis (LCCA), utilization, mission need, regulatory compliance, zero-emission availability, funding structure, parts availability, maintenance trend, warranty coverage, and resale value. UCLA Fleet and Transit will centrally manage these decisions in alignment with University requirements, campus sustainability goals, and applicable State requirements.

II. DEFINITIONS

Defined terms are capitalized throughout this Procedure.

For the purposes of this Procedure:

Authorized Department Representative is a Fund Manager/Director or their designee overseeing fleet coordination and vehicle oversight.

Heavy-Duty Vehicle is a University vehicle over 10,000 lbs. Gross Vehicle Weight Rating subject to the approved heavy-duty lifecycle standard and financed or recovered on the approved heavy-duty replacement term.

Life Cycle Cost Analysis (LCCA) is an analytical review of a vehicle based on mileage, age, utilization, downtime, financing, maintenance, operating expenses, warranty position, and other costs associated with maintaining and replacing the vehicle over its projected life.

Light-Duty Vehicle is a University vehicle up to 10,000 lbs. Gross Vehicle Weight Rating generally operated under the campus light-duty replacement standard and financed or recovered on a 75-month replacement term.

Long-Term Assignment is a vehicle placed with a department for recurring operational use and recharged through an approved monthly structure that includes acquisition recovery, applicable maintenance coverage, and administrative support.

Maintenance Service Agreement (MSA) is the service coverage program applied to eligible vehicles for scheduled maintenance, selected repairs, and related fleet support services, subject to stated exclusions and compliance requirements.

Optimum Replacement Point is the point in a vehicle lifecycle at which replacement best optimizes operating cost, reliability, parts availability, financing term, warranty coverage, regulatory compliance, and resale value.

Preferred Vehicle is a vehicle model approved by UCLA Fleet and Transit for standard acquisition based on cost, serviceability, technician training compatibility, parts availability, emissions compliance, and operational suitability.

Replacement Schedule/Plan is the approved period in which a vehicle has exceeded its useful life, completed its preset replacement cycle, or otherwise reached the point at which replacement is operationally or financially justified as it pertains to this Procedure. See Attachment A for standard vehicle replacement schedule.

Request for Fleet Vehicle Replacement, Acquisition, Disposal, or Transfer Form is a UCLA form used by departments and units to request and authorize vehicle-related services from Fleet and Transit, including acquisition, replacement, transfer, donation review, and related support

Specialized Vehicle is a vehicle with substantial mission-specific equipment, emergency response functions, medical-response applications, operational readiness requirements, or other unique operating characteristics that may require alternative, specification, utilization, assignment, or replacement treatment than standard fleet units.

Underutilized Vehicle is a vehicle that does not meet the established minimum use threshold for Long-Term Assignment in accordance with this Procedure.

Vehicle Justification Form is a form used by participating departments to provide written justification for an acquisition or replacement request, including vehicle application, usage, range, alternative fuel or zero-emission options, payload, and other operational requirements.

Vehicle Specifications are the requirements and instructions by which the detailed components, options, upfits, and configuration of a vehicle are determined for procurement.

Zero-Emission Vehicle (ZEV) is a vehicle meeting the applicable zero-emission requirement under State regulation and University procurement standards.

III. PROCEDURES

UCLA Fleet and Transit will consult with the Authorized Department Representative(s) regularly, but at least annually where practical to review operational requirements, upcoming replacement needs, utilization trends, and potential exception requests. This is to support an ongoing campus vehicle Replacement Plan and review future acquisition and replacement needs in alignment with a Life Cycle Cost Analysis (LCCA). UCLA Fleet and Transit will provide lifecycle planning support that may include maintenance, depreciation, downtime, utilization, financing, and other cost considerations to ensure vehicle resources meet changing operational needs and identify an Optimum Replacement Point for each vehicle or vehicle class.

A. Vehicle Life Cycle Replacement Program

UCLA Fleet and Transit will manage vehicle replacement through a standardized and consultative life cycle cost optimization program intended to replace vehicles before maintenance cost, downtime, fuel inefficiency, reduced parts availability, and declining reliability create an unnecessary financial or operational burden on the University.

Replacement will generally occur when a vehicle reaches the applicable age or mileage threshold first. Final replacement timing will consider vehicle condition, LCCA, safety, warranty status, mission requirement, utilization, regulatory obligation, grant-related contractual obligations, or other documented operational factors. The goal is to ensure that the vehicle is shifted out of service and remarketed at its Optimal Replacement Point according to the LCCA.

These criteria are used in accordance with industry best practice, as follows:

1. Standard financing and replacement recovery for most Light-Duty Vehicles will follow a 75-month term. Standard replacement targets for most gasoline and hybrid light-duty units will generally be 7 years or 75,000 miles, whichever occurs first. Eligible electric Light-Duty Vehicles may remain in service up to 8 years or 100,000 miles when supported by lifecycle performance and warranty coverage. Low-speed vehicles may follow a separate battery-life-based Replacement Schedule.
2. Heavy-Duty Vehicles will follow the approved heavy-duty lifecycle standard, generally aligned to a longer operating term than Light-Duty Vehicles. Battery-electric buses and other qualifying Heavy-Duty Zero-Emission Vehicles may be retained up to 12 years or 300,000 miles when supported by warranty coverage, mission need, and lifecycle economics. Other Heavy-Duty Vehicles will be reviewed using age, mileage, utilization, maintenance trend, and equipment condition, with replacement generally targeted around 10 years unless a different approved standard applies.

Additionally, departments must demonstrate recurring operational need for a dedicated or assigned vehicle. As a general standard, Long-Term Assignment requires expected utilization of more than 2,000 miles per year and/or use on more than 2 business days per week. Underutilized Vehicles may be subject to reassignment review, placement into a shared-use motor pool, or other fleet management actions.

Utilization assessments may consider emergency response requirements, regulatory requirements, seasonal demand, event support obligations, operational readiness needs, safety requirements, and other documented mission-critical functions. A vehicle with substantial mission critical features may be designated as a Specialized Vehicle by UCLA Fleet and Transit, and is exempt from normal utilization requirements.

Requests for replacement deferrals, alternative utilization requirements, specialized operational requirements, or other departures from standard lifecycle guidelines may be submitted by the Authorized Department Representative to UCLA Fleet and Transit, who will collaborate with the department to determine the appropriate outcome.

B. Purchase/Lease Acquisition of Vehicles & Vessels

Purchased/leased vehicles within the context of this section applies to all drivable vehicles and vessels expected to operate on campus, public roadways, waterways, as well as on off-road conditions. All such vehicles/vessels must be acquired by UCLA Fleet and Transit through purchase or lease regardless of funding source. All acquisitions remain subject to the current UCLA vehicle replacement framework, Preferred Vehicle standards, and zero-emission review requirements.

UCLA Fleet and Transit will work with Campus Purchasing and other approved acquisition channels to establish vendor relationships and procurement methods that support competitive pricing, compliant terms, approved specifications, and timely delivery. To meet manufacturer production, scheduling and/or delivery timelines, the Authorized Department Representative(s) should submit requests and supporting justifications at least four (4) months in advance for Fleet Vehicle Replacement, Acquisition, Disposal, or Transfer.

To acquire a purchased or leased vehicle, the Authorized Department Representative must follow the procedures below:

RESPONSIBILITY	ACTION
Authorized Department Representative	• Contacts Fleet and Transit to discuss departmental needs for new and/or replacement vehicle(s), taking into consideration required lead time and the current Replacement Schedule. • Prepares written justification for acquisition or replacement using a Vehicle Justification Form and completes the Request for Fleet Vehicle Replacement, Acquisition, Disposal, or Transfer Form regardless of funding source. • Provides expected utilization, vehicle application, payload, range, zero-emission feasibility, required upfits, and funding approach. • Acknowledges/consents to the vehicle scoping, Vehicle Specifications decisions, and final costs.
UCLA Fleet and Transit	• Analyzes each vehicle request and recommends the appropriate vehicle to purchase, lease, assign, defer, or replace based on lifecycle cost, utilization, mission need, Preferred Vehicle standards, and current replacement criteria. • Ensures UCLA complies with applicable University, federal, State, and local requirements governing air quality, emissions control, registration, procurement, and asset stewardship, including determination of Zero-Emission Vehicle availability. • Determines the appropriate acquisition resource, which may include competitively sourced programs, approved commercial lease structures, State procurement contracts, or other approved purchasing channels. All acquisition resources remain subject to Campus Purchasing approval where required. • Validates the purchase justification, reviews the proposed funding source, and determines whether the vehicle will be supported through working capital debt, reserve funds, grant or external funds, departmental support, or another approved funding approach. • Prepares final Vehicle Specifications, configurations, pricing, and any required upfit scope. Fleet management provides final operational approval after the required authorizations are obtained. • Prepares and submits the purchase requisition or related procurement package to Campus Purchasing, when required.
Campus Purchasing	• Receives and reviews the requisition and supporting documentation and issues the purchase order or other procurement instrument as appropriate. • Ensures the purchase order includes the method of delivery, delivery date, Vehicle Specifications, costs, tax treatment as applicable, registration and license information, shipping terms, and number of vehicles.
UCLA Fleet and Transit	• Receives a copy of the purchase order, verifies the order against the vendor confirmation, and provides the requesting department with an estimated delivery timeline. • Upon receipt of vehicle(s), obtains required registration documentation, registers the vehicle(s), prepares the vehicle(s) for departmental delivery, completes safety inspection, installs standard University decals and exempt plates as applicable, and completes approved upfits or after-market work. • Provides the department with registration and insurance materials, accident packet information, fueling or charging access instructions as applicable, and Long-Term Assignment or lease documentation when used. • Retains original title and registration documents on file until disposal of the vehicle(s). • Reviews exception requests submitted by the Authorized Department Representative(s) and either verifies specialized use case need is warranted for approval, or provides justification for the denial of any such requests in accordance with the vehicle utilization standards outlined in this Procedure.

C. Long-Term Assignment, Financing, and Maintenance Service Coverage

Departments receiving Long-Term Assigned vehicles will be recharged by UCLA Fleet and Transit through an approved monthly structure intended to create budget predictability while supporting

acquisition recovery, lifecycle replacement, maintenance oversight, and fleet administration. See Attachment B for Long-Term Assignment Intake Requirements.

Vehicles will generally be acquired through campus working capital debt unless reserve funding, grant funding, or other approved external funding is used. Regardless of funding source, University vehicles remain assets under centralized Fleet and Transit stewardship. Revenue recovered through resale or remarketing will be applied in support of Replacement Planning and cost control.

Eligible new vehicles, particularly Light-Duty Vehicles, will be enrolled in a UCLA Maintenance Service Agreement to preserve reliability and reduce downtime. Covered services may include routine maintenance, fluid replacement, mechanical repairs, batteries, electrical repair, heating and air conditioning systems, suspension work, windshield replacement, fleet service calls, and limited towing support. Coverage exclusions include items such as tires, brakes, alignments, accidents, neglect, abuse, untimely presentation for service, misuse, and other excluded conditions identified by UCLA Fleet and Transit. Vehicles that do not meet utilization expectations may be reviewed for reassignment, replacement deferral, or conversion to another service model.

D. Donation/Transfer Acquisition of Vehicles

Vehicles acquired by donation or transfer remain subject to inspection, registration review, safety review, sustainability requirements and lifecycle evaluation by UCLA Fleet and Transit before being accepted into circulation and service. Such vehicles must also meet the current replacement, maintenance, utilization, and stewardship standards established by this Procedure.

When a donated or transferred vehicle would increase fleet size or create a new Long-Term Assignment obligation, the requesting Authorized Department Representative(s) must provide written justification and submit a Request for Fleet Vehicle Replacement, Acquisition, Disposal, or Transfer Form with the expected use, condition information, and estimated delivery date. See Attachment B: Long-Term Assignment Vehicle Intake Requirements.

To acquire a donated or transferred vehicle, the Authorized Department Representative must follow the procedures below:

RESPONSIBILITY	ACTION
Authorized Department Representative	• Contacts UCLA Fleet and Transit, to discuss departmental need for a donated or transferred vehicle and provides written justification if the request increases fleet size. • Submits a Request for Fleet Vehicle Replacement, Acquisition, Disposal, or Transfer Form with a description of the vehicle, expected use, estimated delivery date, and available ownership and registration documents, and arranges a pre-inspection with Fleet Services. • For a donation, coordinates with External Affairs – Gift Administration for required gift documentation. For a transfer, arranges delivery and forwards available ownership, registration, odometer, and transfer records.
External Affairs – Gift Administration	Receives and reviews donation paperwork and coordinates asset-record requirements, as applicable.
UCLA Fleet and Transit	• Inspects the vehicle and provides guidelines on useful life, overall condition, value, registration readiness, safety concerns, and the potential cost or risk of accepting the donation or transfer. • Receives approved donated or transferred vehicle(s), reviews registration records for accuracy, registers the vehicle(s) as required, prepares the vehicle(s) for delivery, and retains title and registration documents on file until disposal. • Provides final approval and acceptance of the vehicle into the UCLA fleet, including the formal acquisition of the vehicle.

E. Purchase/Lease Acquisition of International Vehicles

Requests for vehicles to be purchased or leased for University business use outside of the United States are exceptional and will be handled on a case-by-case basis due to insurance, brokerage, legal, registration, cost, and foreign-country compliance considerations. Authorized Department Representative(s) must contact UCLA Fleet and Transit before pursuing such a request.

F. Purchase/Transfer Acquisition of Vessels

Vessels may be acquired by purchase or transfer. Authorized Department Representative(s) must coordinate with UCLA Fleet and Transit regarding justification, registration support, and title record retention. Fleet and Transit will review the relevant registration documents provided by the department, complete required institutional approvals, assist with registration, and retain original title and registration documents until disposal. Vessels will be exempt from the replacement cycle established in this Procedure.

G. Donation Acquisition of Vessels

Vessels may also be acquired by donation. Authorized Department Representative(s) must coordinate with UCLA Fleet and Transit and External Affairs – Gift Administration, as applicable, provide written justification if the request increases fleet size, submit the required service request documentation, and forward available ownership, registration, and donation records. Fleet and Transit will review vessel registration documents, complete required approvals, register the vessel as applicable, and retain title and registration records until disposal.

IV. REFERENCES

1. UC Business and Finance Bulletin BUS-8, Acquisition and Disposition of University Vehicles;
2. UC Business and Finance Bulletin BUS-46, Use of University Vehicles;
3. UC Business and Finance Bulletin BUS-19, Registration and Licensing of University-Owned Vehicles;
4. UCLA Policy 740, Purchasing Goods and Services, and related campus procurement requirements;
5. University of California Sustainable Practices Policy;
6. California Air Resources Board Advanced Clean Fleets Regulation;
7. Applicable UCLA Fleet and Transit procurement, financing, maintenance, and assignment procedures.

V. ATTACHMENTS

- A. Standard Vehicle Replacement Schedule Summary;
- B. Long-Term Vehicle Assignment Intake Requirements.

Issuing Officer

/s/ Michael J. Beck

Administrative Vice Chancellor

Standard Vehicle Replacement Schedule Summary

	Vehicle Category	Financing / Recovery Term	Standard Replacement Guideline	Extended / Conditional Guideline
Light-Duty Vehicles	Gasoline and hybrid Light-Duty Vehicles	75 months	Replace at 7 years or 75,000 miles , whichever occurs first	Reviewed for replacement based on condition and operating factors
Light-Duty Vehicles	Eligible electric Light- Duty Vehicles	75 months	May operate up to 8 years or 100,000 miles	Reviewed for replacement based on condition and operating factors
Heavy-Duty Vehicles	Gasoline and hybrid Heavy-Duty Vehicles	107 months	May operate up to 12 years or 300,000 miles	Reviewed for replacement based on condition and operating factors
Heavy-Duty Vehicles	Battery-electric buses and qualifying Heavy- Duty Zero-Emission Vehicles	107 months	May operate up to 12 years or 300,000 miles	Reviewed for replacement based on condition and operating factors

Long-Term Vehicle Assignment Intake Requirements

1. Requesting department and primary contact information;
2. Operational justification for the vehicle;
3. Expected annual mileage and/or expected days of weekly use;
4. Preferred Vehicle type and any required upfit or specialized equipment;
5. Funding source and budget information;
6. Whether a zero-emission option is operationally feasible;
7. Requested replacement timing or explanation for any exception request.