
UCLA Procedure 745.1: Acquisition of Vehicles and Vessels

Issuing Officer: Administrative Vice Chancellor
Responsible Dept: Fleet & Transit
Effective Date: October 16, 2015
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I. GENERAL POLICY

As the vehicle and vessel custodian for all acquisitions and disposals of vehicles and vessels for the UCLA campus, Fleet & Transit is responsible for the careful planning, reviewing, inventorying, reporting, and control of all University vehicles and vessels.

This Procedure sets forth the responsibilities and procedural actions applicable to all acquisitions of vehicles and vessels and is compliant with UC policies (see section IV. References, below).

II. DEFINITIONS

For the purposes of this Procedure:

Life Cycle Cost Analysis is an analytical review of a vehicle based upon mileage, age, utilization, and costs associated with maintaining the vehicle over its projected life.

Replacement Schedule/Plan is the period in which a vehicle has exceeded its useful life or completed the preset cycle and will be replaced.

Vehicle Justification Form is a form used by departments to provide written justification for an acquisition including information on vehicle application, usage, range, alternative fueled vehicle options, and payload requirements.

Vehicle Service Request (VSR) form is a multi-use UCLA form used by departments and units to request and authorize various services from Fleet & Transit.

Vehicle Specifications are the requirements and instructions by which the detailed components and options of a vehicle are determined, and then constructed.

III. PROCEDURES

Fleet Services schedules planning sessions with departments at least once a year to maintain a continual vehicle Replacement Plan for the campus fleet and provides Life Cycle Cost Analysis to departments including maintenance, depreciation and downtime costs with an optimum Replacement Schedule on each vehicle.

A. Purchase/Lease Acquisition of Vehicles

Fleet & Transit works with Campus Purchasing to establish vendor relationships that will ensure competitive vehicle pricing and terms. In order to meet manufacturer production and delivery timelines, VSR forms should be submitted *a minimum of 45 days* prior to the campus order submission dates noted below.

Campus Order Submission Dates	September – December	January – April
Vehicle Delivery Dates	January – April	May – August

The vehicles described in the following section include sedans, vans, trucks, buses, specialty vehicles, electric carts, trailers, street sweepers, and low speed vehicles acquired by purchase or lease regardless of the funding source.

RESPONSIBILITY	ACTION
Authorized Department Representative	Contacts Fleet & Transit to discuss departmental needs for new and/or replacement vehicle(s), taking into consideration the required lead time to place a campus order.
	Prepares written justification for acquisition of vehicle(s) using a Vehicle Justification Form.
	Completes VSR form for vehicle acquisition (rental, lease or purchase) regardless of funding source (department funds or fleet funds), and submits along with Vehicle Justification Form to Fleet & Transit.
Fleet & Transit	Analyzes each vehicle request and recommends appropriate vehicle to purchase or lease.
	Ensures that UCLA complies with specific federal, State and local regulations governing air quality and emissions control by acquiring Energy Efficient Vehicles (EEV) (e.g., propane, electric, compressed natural gas, hybrid, hydrogen, etc.), Ultra Low Emission Vehicles (ULEV), and Super Ultra Low Emission Vehicles (SULEV). Emergency vehicles are exempt.
	Determines which acquisition resource is to be used: <ul style="list-style-type: none"> • Government Concession Program - Bid awarded to the manufacturer and dealership with lowest responsible bid; • Commercial leases (specialty vehicles); • “Off the dealer lot” purchases (approved on exception basis only); or • State of California Procurement Contract. All acquisition resources must be approved by Campus Purchasing.
	Validates purchase justification for vehicle(s) and determines if the vehicle(s) will be acquired with Fleet funds or departmental funds.
	Prepares final Vehicle Specifications, configurations and pricing. Fleet Management gives final approval to purchase vehicle(s), after acquiring the appropriate final authorizations.
	Prepares purchase requisition and submits to Campus Purchasing.
	Receives and reviews vehicle purchase requisition with supporting documentation for approval.
Campus Purchasing	Prepares purchase order for vehicle(s) and sends to vendor. Purchase order should include: method of delivery (motor carrier, driver), delivery date, Vehicle Specifications, costs, sales tax, registration and license information, Free On Board (FOB) shipping point, terms and conditions, and number of vehicles.
	Receives copy of purchase order and verifies against vendor order confirmation to ensure order accuracy.
Fleet & Transit	Sends vehicle order confirmation to requesting department with estimated delivery timeline.
	Upon receipt of vehicle(s), obtains all necessary Department of Motor Vehicles (DMV) vehicle registration forms from vendor and registers vehicle(s) with DMV.

RESPONSIBILITY	ACTION
Fleet & Transit (cont'd)	Prepares new vehicle(s) for delivery to department, which includes safety inspection, installation of standard University decals, State exempt license plates, and completion of vehicle up fits and after market work (if applicable).
	Provides department with fuel key/card, copy of vehicle registration, insurance card, accident packet, and lease agreement (if applicable).
	Retains original title and registration documents on file until disposal of vehicle(s).

B. Donation/Transfer Acquisition of Vehicles

Vehicles that are acquired by donation or transfer are not subject to the same emission standards for vehicles acquired through purchase or lease as described in section III. A, above.

RESPONSIBILITY	ACTION
Authorized Department Representative	Contacts Fleet & Transit to discuss departmental needs for vehicle(s) via donation, or vehicle(s) transfer from an outside organization.
	Provides written justification if request increases fleet size, including information on vehicle(s) application, usage, range, and payload requirements.
	Submits VSR for donation or vehicle transfer to Fleet & Transit with description of vehicle(s) and estimated delivery date of vehicle(s) to campus.
	Arranges for pre-inspection of the vehicle(s) with Fleet Services.
	<p><u>For a Vehicle Donation:</u></p> <p>Contacts External Affairs - Gift Administration for detailed instructions on coordinating the vehicle(s) donation and completing appropriate paperwork (e.g., Deed of Gift form, etc.). Arranges to have vehicle(s) delivered to Fleet & Transit with the following:</p> <ul style="list-style-type: none"> • Original ownership certificate; • Vehicle registration; • Odometer disclosure; • Deed of Gift form; and • Bill of sale (if available).
	<p><u>For a Vehicle Transfer:</u></p> <p>Arranges to have vehicle(s) delivered to Fleet & Transit with the following:</p> <ul style="list-style-type: none"> • Original ownership certificate; • Vehicle registration; • Odometer disclosure; and • Deed of Gift form.
External Affairs – Gift Administration	Receives and reviews all donation paperwork.
	Coordinates with Equipment Management to assign Property Number for assets valued at over \$5,000.
Fleet & Transit	Inspects vehicle(s) and provides feedback to the authorizing department on the useful life, overall condition, value, and potential cost or risks involved in taking on this donation.
	Receives donated or transferred vehicle(s).
	Reviews vehicle(s) DMV registration and Deed of Gift forms from department for accuracy and registers vehicle(s) with DMV.
	Prepares new vehicle(s) for delivery to department which includes safety inspection, installation of standard University decals, State exempt license plates, and completion of vehicle up fits and after market work (if applicable).

RESPONSIBILITY	ACTION
Fleet & Transit (cont'd)	Provides department with fuel key/card, copy of registration, insurance card, accident packet, and lease agreement (if applicable).
	Retains original title and registration documents on file until disposal of vehicle(s).

C. Purchase/Lease Acquisition of International Vehicles

Requests for vehicles to be purchased or leased for University business use at a location outside of the United States are considered exceptional and must be handled on a case-by-case basis. There are no guarantees that such requests can be fulfilled due to the inherent difficulties associated with costs, insurance, dealing with brokers, laws and regulations of foreign countries, etc. For more information, contact Fleet & Transit.

D. Purchase/Transfer Acquisition of Vessels

Vessels (watercrafts, especially those larger than a rowboat, designed to navigate on water) may be acquired by purchase or transfer.

RESPONSIBILITY	ACTION
Authorized Department Representative	Contacts Fleet & Transit to discuss departmental needs and justification for vessel(s) acquisition from an outside organization.
	Coordinates purchase directly with Campus Purchasing and makes arrangements for delivery to predetermined location.
	Contacts Fleet & Transit upon delivery of vessel(s) for assistance with DMV registration.
Fleet & Transit	Reviews all relevant DMV vessel(s) registration documents provided by department for accuracy and completes documents with University stamp and appropriate signature.
	Registers vessel(s) with the DMV using the required DMV forms.
	Retains original title and registration documents on file until disposal of vessel(s).

E. Donation Acquisition of Vessels

Vessels (watercrafts, especially those larger than a rowboat, designed to navigate on water) may be acquired by donation.

RESPONSIBILITY	ACTION
Authorized Department Representative	Contacts Fleet & Transit to discuss departmental needs for vessel(s) via donation from an outside organization.
	Provides written justification if request increases fleet size.
	Submits VSR for donation to Fleet & Transit with description of vessel(s) and estimated delivery date of vessel(s).
	Contacts External Affairs – Gift Administration for detailed instructions on coordinating vessel(s) donation and completing appropriate paperwork (e.g., Deed of Gift form, etc.).

RESPONSIBILITY	ACTION
Authorized Department Representative (cont'd)	Arranges to have vessel(s) delivered to harboring location and forwards the following to Fleet & Transit: <ul style="list-style-type: none"> • Original ownership certificate; • Vessel registration; • Vessel transfer form (optional); • Deed of Gift form; and • Bill of sale (if available).
External Affairs – Gift Administration	Receives and reviews all donation paperwork.
	Coordinates with Equipment Management to assign Property Number for assets valued at over \$5,000.
Fleet & Transit	Reviews all relevant DMV vessel registration documents provided by department for accuracy and completes documents with University stamp and appropriate signature.
	Registers vessel(s) with the DMV using the required DMV forms.
	Retains original title and registration documents on file until disposal of vessel(s).

IV. REFERENCES

1. UC Business and Finance Bulletin BUS-8, Acquisition and Disposition of University Vehicles;
2. UC Business and Finance Bulletin BUS-43, Materiel Management;
3. UC Business and Finance Bulletin BUS-19, Registration and Licensing of University-Owned Vehicles;
4. UCLA Policy 740, Purchasing Goods and Services;
5. UCLA Transportation, Acquisition Services Web site
<https://main.transportation.ucla.edu/campus-vehicle-services/fleet-services/acquisition-services>

Issuing Officer

/s/ Steven A. Olsen

Acting Administrative Vice Chancellor

Questions concerning this policy or procedure should be referred to the Responsible Department listed at the top of this document.
