

## MOTOR VEHICLE INSPECTION PROGRAM

Facilities Management has been assigned the one point of control for all SJSU state owned or leased vehicles located at Main and South Campus by President Robert Caret as required by Executive Order 691 and Educational Code 89031.5 and California State University-Use of University and Private Vehicles Policy Guidelines. All require that a campus motor vehicle inspection program be established and adhered to. Due to its location and distance from SJSU main campus, Moss Landing Marine Lab (MLML) shall have one point of control authority for all vehicles operated at the MLML site. MLML Director shall follow the same directives as initiated by SJSU Fleet Administrator and be subject to an annual compliance audit by Facilities Development and Operations Fleet Administrator.

These regulations are intended for the safety of the vehicle operators and the general public as well as for the general life cycle of the vehicles. It is important to comply with the following regulations and guidelines. Failure to do so may result in revocation of driving privileges.

### 1. POLICIES AND PROCEDURES

- a) Maintenance: In order to guarantee the maximum useful life of State-owned or leased vehicles, a maintenance service is required every 4,000 miles or six months, and also at 12,000 miles or twelve months, whichever comes first. This maintenance service shall be done by Facilities Management. The maintenance service must be documented on the "Periodic Safety Inspection and Preventive Maintenance and Lubrication Service" form and filed with the Campus Vehicle Inspector. The maintenance services include:

#### 4,000 mile check

##### Vehicles

- Change oil and oil filter
- Check air cleaner
- Lubricate chassis
- Check differential fluid
- Check battery
- Check steering gear
- Check master cylinder for leaks
- Inspect for hydraulic leaks
- Inspect cooling system for leaks & condition
- Adjust brakes
- Inspect all lights
- Check tire condition for wear, pressure, etc
- Inspect tires for nails, screws, etc.

##### Carts

- Chassis lube
- Check differential fluid
- Inspect & clean battery cables
- Check steering gear
- Check master cylinder
- Change oil & oil filter
- Check air cleaner
- Adjust brakes
- Inspect all lights
- Check tire condition for wear, pressure, etc
- Inspect tires for nails, screws, etc.

***In addition to above, the 12,000-mile check also includes:  
Vehicles/Carts (as appropriate)***

Complete brake inspection	Inspect axle seals
Inspect wheel bearings & pack	Change Oil & filter
Check tension belts	Change fuel filter
Inspect exhaust system	Change air cleanser
Inspect fuel system/replace fuel filter	Service Transmission
Inspect suspension	Balance Wheels & rotate
Perform an engine tune-up	

Additionally, Checklist inspection and mileage forms must be completed by the vehicle operator and forwarded to the campus Fleet Administrator or designee on a timely basis. These records are monitored and additional inspections/repairs performed as necessary.

Copies of inspection forms and a sample memorandum from Facilities Management issued at the beginning of each fiscal year notifying campus departments of inspection and maintenance procedures.

- b) Repair: Written estimates of additional repair work noted during the vehicle maintenance inspection will be provided before any repair work is performed. If the Auto Shop elects to use an outside vendor, a written estimate by the outside vendor must be received and purchase order issued before any repair work is performed. Documentation of services performed must be filed in vehicle file upon completion of repair. A complete inspection of vehicles by the campus fleet administrator upon completion of work conducted by an outside vendor is required. This includes inspection of new vehicles purchased. Purchasing and repair assistance and information is available to campus departments through the Fleet Administrator and the University Purchasing department to assure the most competitive price and quality of service are obtained.
- c) Replacement: Vehicle replacement policies vary according to department needs. As a general rule, upon inspection by the Fleet Administrator and approval by the Director of Facilities Management, when estimated repairs exceed the value of the vehicle or evolving departmental needs render the use of the vehicle to be prohibitive, replacement or re-utilization is recommended (See Item 2 below).
- d) Support: Pursuant to Executive Order No. 691, The Office of the Chancellor, through Safety and Risk Services, will assist in obtaining competent advice on related matters, and is available to assist university management in meeting their responsibilities to control the risks associated with vehicle operations. Additionally, information is routinely disseminated to the CSU from the State Department of General Services (DGS), Office of Fleet Administration or may be obtained by contacting DGS or accessing their web site at [www.fleet.ca.gov](http://www.fleet.ca.gov).

## 2. VEHICLE EVALUATION

- a) Disposition: Pursuant to CSU Policy Manual For Contracting and Procurement (Formerly "SUAM") Section 603 "Disposal of Vehicles" (Reference: California Vehicle Code 24007 et seq.):

*A campus vehicle may be discarded, traded in, or sold whenever the campus determines it is within its best interests to do so, regardless of age or mileage, or at such time as the vehicle has been determined to be unsafe for continued use, or when it no longer serves the purpose for which it was required. Options for the disposal of a vehicle can include (1) surveying it to the DGS State Surplus Property Division, (2) transferring it to the DGS Fleet Administration Division, and (3) liquidating it through competitive bidding or auction at the maximum price attainable in the open market.*

- b) Surplus/Re-utilization: Pursuant to routine vehicle inspection (See Item 1), vehicles are maintained in a safe manner until such time that they are removed from service in compliance with Section 603 above or are surveyed to be removed from University inventory by the Fleet Administrator. An annual analysis will be performed by the Fleet Administrator of overall maintenance cost excluding bodywork and preventative maintenance but including breakdown information. At the point the cost to operate a vehicle becomes more costly than the value, the Fleet Administrator may elect to take the vehicle out of service or restrict it to Main Campus use. This analysis shall be done annually at the beginning of the fiscal year for all SJSU owned vehicles
- c) Information Dissemination: Motor vehicle information is coordinated and interpreted by the campus Fleet Administrator. The Fleet Administrator is responsible for communicating and disseminating information to campus departments when requested; as changes in policies occur i.e., changes in the California Emission Requirements; or on an as-needed basis to relevant campus parties i.e., recall of a particular make and model vehicle with a specific repair requirement.

## 3. CAMPUS CONTACT

- a) The campus contact serves as the Facilities Management liaison to campus departments for all matters related to motor vehicle maintenance, inspection, repair, disposition, and general information. To maintain currency with advances in engineering, changes in warranty policies, dealer services, etc., the university auto shop subscribes to an electronic database that is updated annually in coordination with a complex network of automotive dealers and equipment manufacturers. The database serves as an on-line technical service manual which details comprehensive automotive information to automotive professionals including but not limited to; recall bulletins, warranty information, maintenance and repair specifications and diagrams, manufacturer defects, and any and all other information related to motor vehicle inspection, maintenance, and repair.
- b) John Skyberg, Fleet Administrator  
Facilities Management  
Phone: (408) 924-1921  
E-mail: jskyberg@sjsu.edu

#### **4. DOCUMENTATION AND REPORTING**

- a) Repair Costs: Copies of all weekly, periodic, and annual vehicle inspections, work orders and repairs performed by campus personnel, and outside vendor invoices are kept on file in the Facilities Management. Depending on the nature of the documentation, records are retained for a period ranging from 3 months to 3 years and are outlined in the Fleet Administrator Responsibility form.
  
- b) Operating Costs: All motor vehicle expense data including labor, materials, chargebacks to departments, and chargeback revenue is maintained electronically within the Automotive Shop. Costs are calculated based on actual labor, material costs and indirect costs incurred. All transactions are monitored on an on-going basis through an internal system of checks and balances between the Auto Shop, Purchasing, and Budget managers within Facilities Management, campus departments, and the University.
  
- c) Reporting: At year-end management reports are generated by Facilities Management to quantify and reconcile any variances that may exist between chargeback revenue and expense. Final reports are forwarded to the Director of Facilities Management and are available for general review upon request.