

**CAPITAL PLANNING, DESIGN AND CONSTRUCTION**  
**SECTION VIII – FACILITIES OPERATIONS AND MANAGEMENT**  
**SECTION 9171-9173**

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**9171 FLEET VEHICLES**

Delegation of authority: Executive Order 1000 delegates to all campus Presidents the authority for fleet vehicle purchases and campuses shall maintain written records of further delegations of fleet vehicle authority and responsibilities consistent with the provisions of this section.

For the purposes of this section, fleet vehicles are any on or off-road equipment owned by the campus or any auxiliary that transports people or equipment that contains a motor that consumes purchased fuel including, but not limited to, electricity, gasoline, diesel, compressed or liquid natural gas, hydrogen or propane.

As of July 1, 2015, campuses have the discretion to discontinue responsibility to report vehicle counts and usage data to the State Department of General Services (DGS) via the Fleet Asset Management System (FAMS). However, for purposes of CSU annual auto liability insurance renewal endeavors with the State Office of Risk Management, Systemwide Risk Management requires that campuses maintain vehicle counts and usage data for their motor vehicle fleets.

Requests for fleet vehicle purchases from both self-support (auxiliary) and general fund/academic departments shall be justified in writing and the justification at a minimum shall include the following information:

- Provide a Statement of need and purpose of the proposed vehicle including number of trips and/or mileage incurred annually.
- Provide a list of existing fleet vehicles belonging to or accessible to the requesting department and/or unit.
- Indicate if the request is new or replacement vehicle and type of use (on road, off-road, low speed, etc.) If replacement vehicle, provide vehicle number, year, make, model and current mileage.
- Type of vehicle requested or performance specifications required to meet the need described in the justification
- Statement of how the proposed purchase supports CSU's policy to encourage and promote the use of alternative transportation and/or alternative fuels to reduce GHG emissions related to university associated transportation, including commuter and business travel and an evaluation of lower-carbon transportation alternatives evaluated.

The justification shall be submitted, reviewed and approved or rejected by the campus staff responsible for fleet maintenance and campus Contract Services and Procurement or equivalent consistent with the written delegation of authority documents. At the point of receipt of any vehicles the campus staff responsible for fleet maintenance and contracts services shall both sign for acceptance of the vehicle into the campus fleet.

Campuses shall optimize the fleet size and type to meet the educational needs of the University with the lowest total cost of ownership within the limits of this section.

For reference, the Systemwide average at the end of FY 15/16 vehicle to student FTE ratio is 1/78 and the Systemwide average vehicle to maintainable acreage is 1/1.1.

State and Federal Fleet mandates:

1. Federal Energy Policy Act – 75% alternative fuel light-duty vehicles<sup>1</sup>
  - a. AB 32's Bio-energy Action Plan requires 50% of the above 75% light-duty vehicles to be flex fuel<sup>2</sup>.
2. 10% of all light-duty fleet purchases by campuses and CSU shall be zero emissions vehicles (ZEV) in FY 2017/18, increasing by 5% annually through FY 2024/2025 to a total of 50% of light duty fleet vehicles purchases. For the purposes of this section, ZEVs are fuel cell vehicles (FCV), battery electric vehicles (BEV).

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<sup>1</sup> Light-duty vehicles have a gross vehicle weight rating (GVWR) of less than 8,500 pounds

<sup>2</sup> <https://www.fueleconomy.gov/feg/flextech.shtml>

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	ZEV requirements as % of light duty fleet purchases
2017/2018	10%
2018/2019	15%
2019/2020	20%
2020/2021	25%
2021/2022	30%
2022/2023	35%
2023/2024	40%
2024/2025	45%
2025/2026	50%

3. Sufficient charging/fueling infrastructure shall be available to support ZEV purchases and utilization. Campuses shall strive to maintain a ratio of charging/fueling infrastructure as described in the table below:

Type of vehicle fuel	Charging/fueling infrastructure	Number of vehicles
Level 1 (120V) EV port	1	1
Level 2 (240V) EV port	1	2.5-4
Level 3 (Fast charge) port	1	16
Hydrogen	1 within 20 miles	Unlimited
Ethanol	1 within 10 miles	Unlimited
Biodiesel	1 within 10 miles	Unlimited
Compressed Natural (or renewable) Gas slow fill	1	1
Compressed Natural (or renewable) Gas quick fill	1	Unlimited

- a. Exemption to above ZEV/BEV requirement: If the campus has Telematics in 100% of ZEV fleet including Plug-in Hybrid Electric Vehicle (PHEV)<sup>3</sup> and Hybrid vehicles<sup>4</sup> with quarterly reports demonstrating proper charging and use of PHEV vehicles. PHEV vehicles shall be considered ZEVs for purchasing vehicles.
- b. Purchasing of light duty vehicles shall follow a priority order. If purchasing other than priority 1 vehicle type, justification in writing must be submitted for each lower priority order type of vehicle.

Priority	Vehicle type
1	Pure Zero emissions vehicles (ZEV) including electric low-speed vehicles
2	Plug-in Hybrid ZEVs
3	Hybrid-Electric vehicles
4	Internal combustion and flex fuel vehicles meeting MPG requirements

4. Campuses should consult the DGS lists of vehicles but are not required to use DGS procurement. Other local procurement options that offer better value can be utilized within campus procurement standards and the limits of this section.
5. CSU shall give preference to DGS management memo 12-03: solar reflective colors for light-duty vehicle acquisitions.
6. CSU's shall follow DGS Management Memo 15-03 (SAM Section 3620.1): average MPG requirements for light-duty vehicle acquisitions for any internal and flex fuel vehicle purchases.

<sup>3</sup> Plug in Hybrid Electric Vehicle (PHEV) [https://www.afdc.energy.gov/vehicles/electric\\_basics\\_phev.html](https://www.afdc.energy.gov/vehicles/electric_basics_phev.html)

<sup>4</sup> Hybrid Vehicles [https://www.afdc.energy.gov/vehicles/electric\\_basics\\_hev.html](https://www.afdc.energy.gov/vehicles/electric_basics_hev.html)

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Public Safety and Welfare exemption: Light duty vehicles having special performance requirements as described in California Vehicle Code §165 necessary for public safety and welfare are exempt from these mandates. The vehicle must be required to be used pursuant to California Vehicle Code §21055.

**Executive Order 691 – Motor Vehicle Inspection Program**

Education Code Section 89031.5 requires the trustees to perform inspections of all motor vehicles owned by the CSU or under its jurisdiction. See SUAM section 2700 Motor Vehicle Inspection Program requirements.

**Optimal Vehicle Replacement Standards**

The intent of this section on replacement standards is to save the University money by reducing the total cost of ownership of fleet assets, increase program efficiency by reducing vehicle downtime, and further environmental sustainability efforts through the reduction state fleet petroleum consumption.

**Replacement schedule eligibility**

Equipment is eligible but not required for replacement per the table below whichever is sooner:

Vehicle type	Age	Mileage
Authorized emergency vehicles as defined in Section 165 of the Vehicle Code, that are equipped with emergency lamps or lights described in Section 25252 of the Vehicle Code	7	100,000 miles
Sedans, station wagons, vans and light duty trucks or vehicles having a GVWR of 8500 pounds or less.	8	120,000 miles
Heavy Duty trucks or vehicles (Class 3 or under) having a GVWR of 8501 pounds or greater	9	150,000 miles
4 wheel drive vehicles	9	150,000 miles

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**9172                    GUIDELINES**

**9172.01                MAINTENANCE, REPAIR AND UPKEEP OF UNIVERSITY-OWNED RESIDENCES**

See Facilities Operations and Management Appendix H, BFQ-Presidents - Executive Residences 12-16-13 (insert link)

The use, maintenance, repairs, and upkeep of each university-owned residence is the responsibility of each President/Chancellor and applies to both State and Non-State Residences.

1. Any repair, renovation, or maintenance project \$100,000 or greater must be approved by the CSU Executive Vice Chancellor/Chief Financial Officer.
2. The President/Chancellor assumes responsibility for the CSU for diligent and prudent care in the management of these executive residences.
3. Campus is encouraged to use non-state funds for the repair and maintenance of executive residences.
4. Priority should be given to repairs that address health and safety concerns, avoid future costs, result in energy conservation, and are critical to the program associated with the executive residence.