



Document Number	Facilities Fleet Acquisition and Use Policy SOP D.19.01
Owner/Contact Information:	Facilities Operations
Effective Date:	3/1/2018
Last Revised/Reviewed:	
Related Policies and Procedures	

1. Purpose/Introduction

To establish a policy governing the procedures and guidelines for the acquisition, transfer, disposal, maintenance and use of University owned fleet in order to provide UNC Greensboro University faculty, staff and students with safe, reliable, economical and clean modes of transportation. This policy does not apply to rental vehicles.

Development of a formal policy at this juncture is intended to support UNC Greensboro in its work to become carbon neutral while addressing the subareas of sustainability (social, environment, aesthetics, and economics), the specifics of the UNC policy (productivity and positive impact), and the goals of the department.

Applies to all University Facilities motor vehicle acquired fleet. This does not apply to motorized equipment or non-motor vehicle fleet.

2. Definitions

Safety:

- All vehicle acquisitions must meet current federal and state emission and safety regulations.
- When available, the following should be purchased: (if not purchased, installed after UNC Greensboro takes delivery)
 - Backup camera or rear sensing alarm
 - Backup alarm
 - Rear window
- Additional safety considerations are required when choosing fleet:
 1. Making sure the right vehicle is being used for the right task
 - Is the vehicle able to manage the task at hand, without too much stress, within the bounds of its capabilities?
 - If the vehicle is stressed performing its tasks, is it also creating a possible scenario where it could be a danger to others in its vicinity?
 2. Is the vehicle going to be crossing heavy traffic areas/major throughways?
 3. Does the vehicle offer a clear view of pedestrians, bicyclists, traffic?

Sustainability:

- In order to reduce UNC Greensboro fuel consumption and energy costs, as well as meet UNC Greensboro's sustainability goals, all departments should look to purchase fuel-efficient

options within their vehicle class for University use whenever such vehicles are commercially available and practical.

- While issues of sustainability are only one set of considerations in choosing, maintaining, and using University fleet, the sustainability concept as defined and implemented at UNC Greensboro and in the UNC system puts a focus on the interrelationship between social, environmental, aesthetic, and economic considerations in both the long and short run.
- The University of North Carolina Sustainability Policy was adopted in 2009 and amended in 2013 as UNC Policy Manual 600.6.1 The UNC policy directs all UNC institutions to incorporate sustainability as a core value in institutional operations, planning, capital construction, and purchasing practices. And it directs that all UNC institutions shall make plans that result in campuses that are carbon neutral as soon as practicable and by 2050 at the latest. In response to the UNC policy, UNC Greensboro adopted sustainability as a core value in the UNC Greensboro 2009 strategic planning process and developed a detailed Climate Action Plan that was adopted in 2013.

<http://www.northcarolina.edu/apps/policy/index.php?pg=dl&id=5606&format=pdf&inline=1>

- In order to meet each of these needs, this policy addresses acquisition, but acknowledges also the indelible impacts of the manner in which vehicles are utilized (total vehicle use).
- Consideration should be given to the acquisition of:
 1. Hybrid electric vehicles, which combine an internal combustion engine with a battery and electric motor to maximize fuel economy and produce fewer emissions.
 2. Electric and/or solar vehicles
 3. Vehicles that use compressed natural gas, methanol, ethanol or propane as a cleaner alternative to gasoline
 4. Vehicles with best-in-class fuel efficiency (<https://www.fueleconomy.gov/feg/best-worst.shtml>)
 5. Vehicles should have a class ranking of “average” or higher rating according to the annual American Council for an Energy-Efficient Economy (ACEEE) rating guide found at <https://greencars.org/greener-meanest/greener>
- Upon determination of the need to purchase or lease a vehicle, selection criteria shall include reduction of greenhouse gas emissions and nonrenewable energy use, reduced air pollution, and encouraging market development.
- Exemption:
 - Surplussed vehicles - Vehicles should not be acquired or replaced with a surplussed vehicle from another University department unless the surplussed vehicle meets the fuel efficiency ratings outlined in this Policy, or has substantial life remaining and is more fuel efficient and in better shape than the current vehicle. At minimum, the surplussed vehicle must be at least equal in fuel efficiency as the current vehicle.

Visual Identity:

- All newly acquired fleet should be uniform in color and comply with University communication standards. Decals will be placed on both sides and will include the department name as well as UNCG. Vehicle numbers assigned by the department will also be placed on the front window.

Acquisition:

- All fleet acquisition requests must be first reviewed and approved by the Associate Vice Chancellor of Facilities after being reviewed by the head of the department. When possible, a Fleet Acquisition Group should also review and have input into the decision as well. Such requests should address, at a minimum, the following:
 - Type of fleet being requested
 - Reason and purpose of the request
 - The primary use of the fleet
 - Replacement and surplus of existing fleet
 - How frequently the fleet will be utilized
 - The estimated annual mileage or hours and fuel use
 - Costs – not only to replace (how much the new vehicle will be), but also how much is being spent annually to upkeep, maintain, and operate the current vehicle (includes fuel usage)
 - Life expectancy – how many years does the current vehicle have left

3. Procedural Steps

UNC Greensboro procurement, inventory practices and procedures apply to the purchasing of all fleet. Under no circumstances may an individual employee commit to the purchase of a vehicle on behalf of the University, separate from the University policies and procedures.

3.1 Vehicle Acquisition Process:

- 3.1.1 Go to the State of NC Purchase and Contracts site and review the vehicle contracts: <https://ncadmin.nc.gov/statewide-term-contracts> If a vehicle is on a state of NC contract then the requesting department can submit a requisition in eMarketplace to begin the purchase process. Be sure to follow the steps listed in the state of NC contract and reference the State of NC contract number on the requisition. Also include the Bill of Sale, Invoice, Expected Delivery Date and any other documentation provided by the dealer.
- 3.1.2 If there is not a vehicle on the state of NC contracts that will meet our needs, requirements and specifications then the University may utilize other competitively bid contracts. Please reach out to the Purchasing department for guidance. Once vehicle is selected the requesting department can submit a requisition in eMarketplace to begin the purchase process. Same information as listed in reference #1 above will need to be included with the requisition.
- 3.1.3 If there is not a vehicle on the state of NC contracts and/or on another competitively bid contract then the requesting department will be required to provide specifications to the Purchasing department so that quotes may be obtained. Per State of NC Purchasing guidelines we will be required to obtain three (3) quotes if less than \$25,000. If over \$25,000 then we will be required to obtain bids per the state of North Carolina Interactive Purchasing System (IPS). Submit a requisition in eMarketplace (select NEW SUPPLIER) to begin the purchase process. If requesting a used vehicle it is advised that we obtain some type of warranty.
- 3.1.4 Request three (3) sets of keys

3.2 Title:

- The Mail To should be address as:
 - UNC Greensboro
PO Box 26170
Greensboro, NC 27402-6170

- The Owner(s) Name and Address should be address as:
 - UNC Greensboro
Department's Name
Department's Address

3.3 Insurance:

3.3.1 All vehicles must be added to the University insurance policy at the time of purchase or no later than when UNCG takes ownership.

3.3.2 The following information must be provided to Risk Management:

- Year
- Make
- Model
- Purchase price
- VIN Number
- Asset Number (once received)
- License Plate Number (once received)

3.4 Service Work:

3.4.1 The PM Coordinator will establish a maintenance schedule for the fleet. The garage technicians will notify the department when preventative maintenance checks are needed. The department will bring their fleet to the facilities garage located at the Sink compound. The garage technicians will inspect the fleet. If additional work and/or parts are needed aside from the routine preventative maintenance check, the garage technician will reach out to the department contact and let them know the status. The garage technician will request a work order to be created and lists the costs of labor and supplies on it. If the work is out of the scope of the garage technician's ability, he/she will recommend an auto-body shop for further repair, notifying the department, carry out the delivery, and following up on the vehicle. All recalls should be handled through the garage and records kept in our current software program.

3.5 Parking/Road Use:

3.5.1 UNCG owned vehicles do not need to acquire a University permit to park on campus, however they are subject to all University parking rules and regulations. Vehicles cannot park in handicapped spaces, on sidewalks, fire lanes, or in spaces reserved for visitors. A complete list of rules/regulations can be found at: <https://parking.uncg.edu/> .

3.5.2 Any fines or fees (including attorney fees) resulting from moving violation(s) or parking ticket(s) are the driver's sole responsibility and are not considered reimbursable costs.

3.6 Transfer of University Fleet:

3.6.1 The University is continually looking at ways to reduce the size of its fleet where appropriate. However, with the approval of the Department Director, fleet no longer

needed by one department and are found to be in good and safe working condition may be transferred to another department. If a University fleet is eligible to be transferred, the Department Manager will work with the department of Fixed Assets, the department to which the fleet will be transferred, and other appropriate departments to ensure the transfer complies with established inventory control procedures.

3.7 Disposal (Surplus) of University Fleet:

3.7.1 Requests to dispose of a fleet must be submitted to the Department Director. The Department Director and Manager will first determine if the fleet may be eligible to be transferred to another department. If the fleet is not eligible to be transferred to another department, the Department Manager will work with the department of Fixed Assets and the Surplus Warehouse Manager to dispose of the University fleet in accordance with established inventory control procedures and state of NC surplus guidelines.

4. Revision Table

Revision #	Section #	Summary of Changes	Approval Date