



# Standard Administrative Policy and Procedure

**Subject:** Procurement and Maintenance of University Owned Vehicles

**Number:** UW SAP 7-9.11

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## I. PURPOSE

To establish a policy for the administration and maintenance of University owned vehicles.

## II. DEFINITIONS

**Driver:** Any individual who drives or seeks to drive for University business including, but not limited to, employees, students, volunteers and guests.

**Qualified Driver:** Any individual who is approved to drive a University Vehicle or University Personal Vehicle for University business in accordance with this Policy.

**University Vehicle:** A licensed vehicle or trailer that is owned, rented, leased or otherwise under the possession or control of the University.

**University Personal Vehicle:** A licensed vehicle owned by a private individual during the time the personal vehicle is being used for University business.

## III. Procurement of New or Replacement University Vehicle

A. The Deputy Vice President for Budget and Finance or designee must provide written approval in advance of the acquisition of a new or replacement **University Vehicle**, regardless of the source of funding.

1. Fleet services rents or permanently assigns vehicles used for travel and research purposes using the following procedures:

- a. Laramie-Based Department Vehicles – Fleet Services has the sole authority to purchase University Vehicles used for department travel and research. Options include short-term (daily/weekly/monthly) arrangements or permanent assignment of vehicles to departments for a seasonal or annual term at a specified rental rate. Any exceptions to allow departments to purchase that are Laramie-based must be approved by the Deputy Vice President for Budget and Finance or Designee.
- b. Departmental Vehicles Located Primarily Outside of Laramie – May be purchased with departmental funds.
- c. Vehicles rented in foreign countries – Exempted from the above.

- B.** The Director of Procurement Services in consultation with Fleet Services has the sole authority to decide what vehicle is purchased to fit the department's needs and to acquire a **University Vehicle** (new or used) through purchase or any other means. Procurement and Fleet Services may consider the following options when making a purchase:
1. Availability of a State of Wyoming vehicle contract approved by Procurement Services that may maximize cost savings due to large volume purchasing.
  2. Bids for the vehicle purchase. With this option, the department can provide specifications that are desired but not brand specific.
  3. Special circumstances related to out of state and out of country purchase of vehicles.
- C.** Process to purchase a new or replacement vehicle:
1. Department representative completes a Vehicle Request Form found on the Fleet Services' web site.
  2. The completed form will be submitted to the Director of Transportation Services for approval.
  3. Once approved, the form will be emailed to the Assistant Director of Transportation Services and Procurement Services. The department's Appointing Authority and Cost Center Approver will be copied.
  4. In conjunction with the department and Fleet Services, Procurement Services will determine the best way to source the vehicle in accordance with University procurement policies.
  5. Fleet Services will complete the new vehicle preparation. New vehicle preparation is the work performed in order to put new vehicles into service and includes, but is not limited to, installing door decals, ice scrapers, brake controllers, and other required markings or equipment, entering the vehicle into the Fleet Management System and obtaining titles, license plates and registrations.
  6. The department will process payment.
- D.** Process to purchase a used vehicle:
1. Department representative completes a Vehicle Approval Form found on the Fleet Services' web site.
  2. The completed form will be submitted to the Director of Transportation Services for approval.
  3. Once approved, the form will be emailed to the Assistant Director of Transportation Services and Procurement Services. The department's Appointing Authority and Cost Center Approver will be copied.
  4. The department may look locally for a vehicle that meets their needs or may request assistance from Procurement Services to obtain quotes on vehicles. Used vehicles are not exempt from the Quote and Bid Threshold Policy.

5. Fleet Services will be notified to inspect the vehicle to make sure it is mechanically sound.
6. The department will process payment.

#### **IV. Licensing of University Vehicles**

- A. The Assistant Director of Transportation Services has the sole authority to title, register and license a **University Vehicle** when purchased in the United States.
  1. All University vehicles must be assigned a permanent EX (exempt) license plate (when required) and bear two (2) vinyl decals placed on the outside of both front doors. Vinyl decals must be of the University of Wyoming official logo and approved in accordance with “Trademark Licensing”. UW Branch campuses must notify Fleet Services when decal, stickers, or lost license plates need replacement. Other markings other than official University markings are prohibited on any University vehicle. Exceptions for these requirements may be granted for good reason by the Deputy Vice President for Budget and Finance or designee, in accordance with applicable state laws.
  2. Vehicles Requiring Licenses:
    - a. Cars
    - b. Trucks
    - c. Buses
    - d. Multi-purpose vehicle (MPV)/Motorcycles. An example of a MPV is a Polaris Ranger / Four Wheeler.
    - e. All trailers
    - f. Golf carts used on city streets
  3. Vehicles Not Requiring Licenses:
    - a. Devices moved by human power (e.g. wheel chair, bicycle)
    - b. Implements of husbandry (e.g. farming equipment – this may include a MPV if it is not used on the public highway)
    - c. Machinery used in construction work not mainly used for the transportation of property over highways
    - d. Portable tools (e.g. generator, compressor)
    - e. Golf carts used exclusively on golf courses or for special events authorized by city, town or county and not used on public streets
    - f. Boats (should be registered through Game & Fish and a copy of the registration must be sent to Risk Management for insurance purposes)

#### **V. University Vehicle Transfer Procedure**

The Assistant Director of Transportation Services shall manage the assignment of all **University Vehicles** to University Departments including all requests for interdepartmental transfers. The Vehicle Request Form may be found on Fleet Services’ web site. Vehicles may be transferred between departments by the Fleet Services manager to maximize utilization.

- A. Departments considering a transfer shall first consult with the Assistant Director of Transportation Services to discuss the transfer.
- B. All transfer requests shall include any comments or directions from the Assistant Director of Transportation Services and shall be made to the Director of Transportation Services or designee for approval, via email by the department representative (copy to the Department's Appointing Authority).
- C. The transfer of assigned **University Vehicles** to another department shall not take place without prior written approval of the Director of Transportation Services.
- D. After approval and notification to affected departments, billing and fuel for the vehicle shall be changed to the newly assigned department with notification of the transfer made to Asset Management.

## VI. **University Vehicle Disposal Procedure**

**University Vehicles** and equipment with a UW license plate or title will be disposed of through a joint effort of Fleet Services and the Property Office. Departments wishing to dispose of a **University Vehicle** or licensed/titled equipment must first complete the Property Disposal Request Form found on the Property Office's website.

Fleet Services will determine the method of disposal including, but not limited to, sale, auction, trade-in or salvage.

Public sales will be completed by Fleet Services. Fleet Services will prepare the vehicle and determine the minimum bid, reserve bid and whether or not to accept a bid if the highest bid is under the established reserve. Fleet Services will establish a fair market value for the item and will consult with the department as necessary during the process.

Funds from the disposal will be distributed in accordance with the Standard Administrative Procedure (SAP) for Property Disposal:

[http://www.uwyo.edu/administration/\\_files/docs/budget/property\\_disposal\\_12-4-17.pdf](http://www.uwyo.edu/administration/_files/docs/budget/property_disposal_12-4-17.pdf)

If disposal is required as a result of a motor vehicle accident or other property loss, which is covered by insurance, Fleet Services will coordinate the disposal with the Risk Management Department.

## VII. **Service & Repair of University Vehicle(s)**

- A. A centralized vehicle management program is used as a management tool within Fleet Services for all **University Vehicles**. An electronic file is maintained through this system and includes, but is not limited to, the following information:
  - 1. Type of vehicle (make, model, year, VIN#)
  - 2. Date in/out of service (UW Procurement and Property)
  - 3. Responsible department
  - 4. Work Order numbers and dates of service and repairs

5. Vehicle usage and mileage
  6. Warranty and recall information
  7. Photos of the vehicle
- B.** Service and repairs to Laramie-based, **University Vehicles** shall be performed through Fleet Services. Service and repairs to **University Vehicles** based outside of Laramie or while traveling outside of Laramie shall be performed by a commercial or state entity authorized in advance by the Assistant Director of Transportation Services via a phone call to the Fleet Maintenance Manager (307-766-3570), Auto Shop (307-766-3349) or Campus Police (307-766-5179) if after business hours. This approval shall also be documented in writing. Exceptions to this policy are:
1. Heavy equipment (e.g. backhoe, front end loader, sweeper, etc.)
  2. All passenger vehicles over 1.5 Tons Gross Vehicle Weight (GVW)
  3. Buses
  4. Multi-purpose vehicles (MPVs), golf carts and motorcycles
  5. Agriculture tractors
- C.** Fleet Services is charged with the responsibility to maintain and repair all **University Vehicles**. Fleet Service shall maintain a progressive and comprehensive service and repair program to maximize the uptime, reduce operational cost, ensure safe/ reliable operation, and increase the resale value.
1. Fleet Services will monitor and track all **University Vehicles**, using an internal software program to arrive at the optimal Preventative Maintenance (PM) service intervals.
  2. Fleet Services will provide notifications to vehicle departments/operators of the upcoming required PM services.
  3. All departments/operators of **University Vehicles** will comply with the PM services required by the notifications from Fleet Services.
- D.** If repairs are required as a result of a motor vehicle accident or other property loss, which is covered by insurance, Fleet Services will coordinate the bidding and repairs with the Risk Management Department in accordance with the Quote and Bid Threshold Policy.

## **VIII. Fuel for University Vehicles**

- A.** All fuel and routine oil purchases for Laramie-based, **University Vehicles** shall be made, whenever possible, at the University fuel station. All other fuel and routine oil purchases should be made at commercial stations.
- B.** Fleet Services provides no-lead and diesel fuel. The fuel pumps are currently located behind the Energy Plant on 19<sup>th</sup> & Gibbon.
- C.** Under the management of Fleet Services, the AIMS fuel system will be installed on all Laramie-based **University Vehicles** to allow access to fuel. Fleet Services may direct some departments to maintain an assigned fuel key based on

circumstances. In such cases, departments will follow instructions from Fleet Services with regard to use and protection of the fuel key.

**IX. On-Campus Parking/Storage of University Vehicles**

All **University Vehicles** assigned to University Fleet Services shall be parked in University parking lots designated for University, State, or Federal vehicles, or in the University storage lot, as assigned by the Vice President for Administration or designee.

**X. Cowboy Joe Club, University Foundation and Department Courtesy Vehicles**

If a department possesses a courtesy vehicle, a Vehicle Usage Agreement must be on file with the Risk Management Department. The Cowboy Joe Courtesy Vehicle program, University Foundation Vehicles, and Department Courtesy Vehicles are considered **University Vehicles** but are hereby exempt from this Policy unless otherwise stated in the specific Vehicle Usage Agreement.

To the extent there is a conflict between a Vehicle Usage Agreement governing a Cowboy Joe Club, University Foundation or Department Courtesy Vehicle and this Policy, the provisions of the Agreement shall govern.

**XI. University Police and/or Law Enforcement Officials**

The University Police are hereby exempt from any provisions of the policy to the extent the policy conflicts with any provisions of law governing University Police.

**Responsible Division/Unit:** Fleet Services

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

**Approved:** 4/27/2022