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## UNIVERSITY OF MIAMI POLICY AND PROCEDURE MANUAL

TITLE: Vehicles

CATEGORY: Supply Chain Services

APPROVER: Phil Profeta

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**I. PURPOSE:**

To establish policies & procedures for the purchase, lease rental and sale of University vehicles.

**II. SCOPE:**

**III. POLICY:**

All types of University vehicles to be used for University purposes in excess of one year will be leased or purchased for the University by the authorized purchasing agent.

1. Types of Vehicles:

A. Pool: Those assigned to departments for specific University purpose, i.e. pool, courier work and service type, etc. These vehicles will be passenger type vehicles and will have standard pool specifications as specified above. Additions to the fleet must be approved by the Chief Procurement Officer.

B. Trucks/Vans: Those assigned to departments, such as Physical Plant, Mail Services, Residence Halls, Public Safety and individual departments for a specific University purpose, such as hauling heavy material, multiple passengers, work trucks, etc. Additions to the fleet must be approved by the Chief Procurement Officer.

C. Police Cars: Public Safety purchases of police vehicles will be through the state contract or best source.

2. Foreign and Non-Standard Vehicles: No foreign-made vehicle will be considered as an "equal to" model for submission, nor may the user substitute higher priced vehicles and pay the difference.

3. Maintenance of University-Owned Vehicles: The cost of the maintenance and repair of the University-owned or leased vehicle will be borne by the department to which assigned.

4. Registration Renewal and License: Vehicles under lease with the University fleet manager will have their registrations sent to them automatically each year. The annual registration of University-owned vehicles is the responsibility of the department to which the vehicle is assigned, as the vehicle is owned by the University. A purchase requisition

with a photocopy of the current registration must be forwarded to Coral Gables Purchasing by April 15 of each year in order to secure a new vehicle registration.

5. Interpretation of Policy: Those areas not specifically addressed by the policy will be interpreted by the Chief Procurement Officer.

6. Newly Requested Vehicles for Purchase/Lease:

A. Pool/Truck/Van Vehicles: When a department determines that an additional (new) vehicle is required for functional purposes, a purchase requisition should be prepared with a justification for the additional vehicle. The justification should address the following points:

1. Why the vehicle is being requested.
2. Why other University vehicles cannot be used to perform the functions
3. What length of time the vehicle is needed.

B. The purchase requisition is prepared and forwarded to Purchasing stating the make, type model and equipment desired as approved by University standards.

The purchase requisition must be approved by the departmental Chairperson, Dean, and appropriate Vice President, Restricted Accounts and Sponsored Programs must have Budget approval.

7. Replacement Vehicle Criteria:

A. Pool Cars/Van - Three years or 50,000 miles

B. Trucks/Vans - Three years or 50,000 miles

Exceptions must be approved by the Chief Procurement Officer prior to submission of the purchase requisition to Purchasing.

8. Financing - Financing for the open-end lease of vehicles cost will be charged to the account authorized by the Department.

9. Rental of Vehicles - Vehicles may be rented for a short period by utilizing the University Travel Card. Visit [www.miami.edu/travel](http://www.miami.edu/travel) for a list of vendors.

#### IV. **DEFINITIONS:**

*Vehicle:* Any University passenger auto, van, station wagon, truck or motor-driven vehicle funded by a departmental account.

*Purchase:* The acquisition of a vehicle funded by a departmental account.

*Open-End Lease:* A contract with an agency to finance the purchase of a University vehicle over a period.

*Rental:* An arrangement for the use of a vehicle for a period of less than one year.

*Standard Equipment for Pool Cars:* 4 cylinder gas engine, 4 speed automatic transmission, AM/FM radio, air conditioning, tinted glass, black wall tires, power steering, power brakes, body side moldings, outside rear view mirror, driver and passenger side air bags, white exterior

*Standard Equipment for Trucks and Vans:* To be determined.

**V. PROCEDURE:**