1. **PURPOSE:** It is the policy of University of Miami to maintain an appropriate inventory of University owned vehicles and to ensure control by monitoring all purchases and disposals.

I. **SCOPE:**
This policy applies to University employees who are required and authorized to use company vehicles for job-related activities. All UM vehicle drivers must be cleared by Risk Management prior to driving a University of Miami vehicle.

II. **DEFINITIONS:**
*Vehicle:* A University vehicle is any motorized device for land transportation that is owned or leased by the University. This includes and not limited to automobiles, trucks, golf carts, tractors, etc.

*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.

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:** Vehicles assigned to departments for specific University purpose, i.e. pool, courier work and service type, etc. These vehicles are passenger type vehicles with standard pool specifications as listed above.

B. **Trucks/Vans:** Vehicles 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.

C. **Police Cars:** Vehicles purchased for Public Safety.
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 maintaining and repairing University-owned or leased vehicles will be borne by the department to which assigned.

Registration Renewals and Tags: Annual registration of University-owned vehicles is the responsibility of the department to which the vehicle is assigned. A purchase requisition must be created in WorkDay by April 1st for registrations due in June, or October 1st for the registrations due in December. A photocopy must be attached of the current registration for each year in order to secure a new vehicle registration.

4. Interpretation of Policy: Those areas not specifically addressed by the policy will be interpreted by the Executive Director of Purchasing.

5. 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 created in WorkDay 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.

6. 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 Executive Director of Purchasing prior to submission of the purchase requisition in WorkDay.

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

8. Rental of Vehicles - Vehicles may be rented for a short period by utilizing the University Travel Card. Visit www.miami.edu/travel for a list of vendors. Please see employee car rental discount website https://business-services.miami.edu/departments/travel-management/car-rental-discounts/index.htm
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.

PURCHASE PROCEDURE:

University of Miami and University of Miami Hospitals, inventory practices and procedures apply to the purchasing of all vehicles. Individual employees are not authorized to solicit or negotiate vehicle prices from any supplier. Under no circumstances may an individual employee commit to the purchase of a vehicle on behalf of the University.

- All vehicles shall be purchased under the terms of state contracts. Orders must be planned ahead as the delivery can take up to 180 days. A vehicle can be acquired from the state contract by submitting a requisition to Purchasing. List the base vehicle and price on the purchase request then list individual line items for any options that are justifiable. If help is needed with information on the base vehicle and price, contact Purchasing. Exceptions to purchasing vehicles via State-Contract must be reported to Purchasing.

- Departments must complete a Vehicle Justification Form with all required signatures. The approved request should be uploaded to the requisition via WorkDay. Requisition requests must address, at a minimum, the following:
  
  Make/Model/Year  
  Specifications  
  Extras  
  Will the tag be transferred or new

  Please submit Vehicle Questionnaire form to Risk Management

- Vehicles will only be delivered to the Purchasing Office and accepted by a Buyer or Senior Buyer. All vehicle documents will be signed by Buyer or Senior Buyer.