

Fleet Management Policy

Policy Number: 04.00.01
Date Revised: 06/12/2025

Effective Date: *July 1st, 2025*

Recommended by: TAP Executive Committee – *May 30, 2025*

For Final Approval by: TAP Board of Directors – *June 12, 2025*

I. Purpose and Scope

The California State University, Dominguez Hills Toro Auxiliary Partners (TAP) Fleet Management Policy sets forth the requirements for managing all vehicles owned, leased, or rented by TAP. This policy applies to faculty and staff authorized to operate TAP vehicles and aims to ensure safe, efficient, and compliant use. It aligns with *CSU Executive Order 691*, *Education Code § 89031.5*, and other state and federal regulations, emphasizing sustainability, operational accountability, and risk management. Use of TAP vehicles is a privilege and subject to revocation for non-compliance with this policy or applicable CSU regulations.

II. Roles and Responsibilities

- Fleet Manager - Oversees the acquisition, maintenance, inspection, usage tracking, and disposal of TAP vehicles. Manages the charging/fueling infrastructure. This responsibility is assigned to the TAP Procurement Coordinator or designee.
- Authorized Driver- An employee or contractor who has completed the required CSU Defensive Driving Program and MVR clearance in accordance with CSU's "Use of University & Private Vehicles" guide.
- Vehicle Custodian - The department or designated individual responsible for the day-to-day use, care, and reporting of vehicle activities and condition.
- Risk Management Office (CSUDH) - Provides guidance on accident reporting, insurance claims, and safety protocol in coordination with TAP.

All drivers within the TAP Fleet are required to complete the CSUDH defensive driving program and undergo annual Motor Vehicle Record (MVR) checks as mandated under *CSU Executive Order 691* and related CSU fleet management guidelines.

If any vehicle operator experiences traffic violations or accidents, their driving status will be immediately reviewed, with potential suspension of driving privileges while the incident is investigated. Eligibility to operate TAP vehicles, including EVs, is restricted to authorized drivers, emphasizing that these vehicles are strictly for university-related purposes. Any personal or unauthorized use of TAP vehicles is prohibited, with misuse potentially leading to disciplinary actions in accordance with *CSU Executive Order 691*, CSU system-wide fleet policies, and TAP's Fleet Management Policy.

III. Vehicle Use Policy

TAP vehicles are designated exclusively for university-related activities, such as academic, research, and administrative purposes. According to *CSU Executive Order 691*, all university fleet vehicles must be utilized for official duties only, with any personal or unauthorized use strictly prohibited. Ensuring compliance with this requirement, TAP drivers are expected to use vehicles solely for TAP and CSUDH-sanctioned functions, upholding both fleet integrity and operational accountability.

In alignment with CSU fleet management and reporting standards and *Education Code § 89031.5* on vehicle inspections and usage records, every trip made in a TAP vehicle must be documented by the Authorized Driver. Trip logs must be submitted monthly to the Fleet Manager and include details such as mileage, charge level, purpose of the trip, and any passengers, providing essential data for TAP's fleet management objectives. These logs support operational oversight and contribute valuable insights for TAP's sustainability reporting, helping track energy consumption and carbon reduction in line with CSU sustainability commitments. Vehicles must not be used for ride-share, delivery, or personal errands.

IV. Acquisition, Leasing, and Disposal

TAP's fleet strategy supports the CSU Sustainability Policy and Governor's Executive Order N-79-20, which requires 100% zero-emission vehicle purchases by 2035. Each acquisition must be approved by the Procurement Manager, who ensures that new vehicles support TAP's goal of transitioning to a fully electric fleet. This acquisition strategy is consistent with *CSU Executive Order 691*, which underscores the importance of sustainability and resource efficiency within fleet management. TAP aims to achieve a 100% electric fleet by 2030, reducing the environmental impact of campus transportation and supporting CSU's system-wide sustainability initiatives.

When departments require leased vehicles, they must ensure that lease terms align with TAP's fleet objectives, particularly in relation to the unique maintenance and charging needs of EVs. All lease agreements must be reviewed by TAP's Procurement team and filed with the Fleet Manager for ongoing oversight and compliance with TAP's environmental and operational standards.

In accordance with *Education Code § 89031.5*, which mandates responsible disposal practices for university property, EVs that are no longer serviceable will be retired in alignment with CSU's sustainable disposal guidelines in effect at the time of disposal. These practices include battery recycling and the responsible handling of EV-specific components to minimize environmental impact. Departments must notify the Fleet Manager prior to initiating any vehicle disposal to ensure that all end-of-life vehicles are processed in compliance with both TAP and CSU environmental policies. The Fleet Manager will work with CSUDH Property office for the approval of asset retirement/disposal documentation.

In cases where EVs or other fleet vehicles are no longer serviceable but retain residual value, TAP may utilize the State of California's Surplus Property Program to facilitate vehicle donation, transfer, or public auction. All such actions must be coordinated through CSUDH's Property Office and approved by the Fleet Manager to ensure proper documentation, compliance with state asset disposition requirements, and alignment with CSU and TAP disposal protocols.

V. Vehicle Maintenance and Inspection

TAP vehicles follow a comprehensive preventive maintenance schedule designed to ensure operational efficiency, safety, and environmental stewardship. Electric vehicles (EVs), in particular, require specialized care that differs from traditional fuel-based vehicles. This includes routine diagnostics of battery health, charging efficiency, and system software to support optimal performance and extend vehicle lifespan.

All maintenance and repair activities must receive prior approval from the Fleet Manager, who is responsible for coordinating service completion and maintaining compliance with CSU *Executive Order 691*. To support ongoing accountability, departments must submit maintenance and inspection records on a quarterly basis to the Fleet Manager for review and audit purposes.

To meet TAP's high safety standards, EVs undergo regular inspections focused on battery integrity, onboard systems, and performance. Any issues identified during these inspections must be reported immediately. In addition to routine checks, each vehicle is subject to an annual safety inspection, as required under *Education Code § 89031.5* and CSU fleet safety policies. These inspections extend beyond the vehicle to include TAP's EV charging infrastructure, ensuring both vehicles and support systems meet required safety and operational protocols.

VI. Insurance and Accident Reporting

All TAP vehicles are covered under a fleet insurance policy, as mandated by *CSU EO 691, Section II*. Insurance includes coverage for EV batteries and other specialized components. Accidents must be reported within 24 hours. The reporting procedure includes completing a CSU Vehicle Accident Report (STD. Form 270) and attaching police reports and any third-party documentation. Additionally, TAP drivers must file an incident report for any operational issues with EVs, such as charging malfunctions or battery problems. This additional reporting requirement allows the Fleet Manager and CSUDH Risk Management teams to ensure proper follow-up and maintain fleet integrity in accordance with CSU fleet safety policies and *Education Code § 89031.5*, supporting a safe, efficient, and compliant fleet management system.

VII. Fleet Monitoring and Compliance

TAP vehicles may be equipped with GPS tracking devices to monitor usage, location, energy consumption, and charging patterns. This ensures compliance with fleet policies and supports

operational and sustainability objectives, as outlined in *CSU EO 691, Section II*. Drivers are notified that GPS data may be reviewed to monitor compliance with travel routes, stop durations, and safety violations.

VIII. Record Keeping

Departments must maintain detailed records of vehicle use, including trip logs, charging patterns, maintenance, and repairs. These records are audited periodically to ensure compliance with TAP policies and CSU system requirements. Trip logs and maintenance records must be retained for no less than five years in accordance with CSU records retention policy.

IX. Supplement Document Link

1. [CSU Executive Order 691](#)
2. [Education Code § 89031.5](#)
3. [CSU Use of University & Private Vehicles Guidelines](#)
4. [CSU Sustainability Policy](#)
5. [STD. Form 270 – Vehicle Accident Report](#)
6. [STD. Form 274 – Supervisor's Review of State Driver Accident](#)

Date of Adoption:	06/12/2025
Date of Implementation:	07/01/2025
Date of Last Review:	06/12/2025

Approval Date and Subject of Amendments

06/12/2025	This policy provides structured guidance for vehicle acquisition, usage, and disposal across our auxiliary operations.
------------	--