

MEMORANDUM

To: Deans, Directors and Vice Presidents

From: Bill Foster, Director of Parking and Transportation

CC: All Budget Mangers
Vivian A. Sanchez, CFO and Senior Vice President

Subject: University Vehicle Services

Date: July 3, 2008

During the next few years, the university will be facing many challenges, including a reduction of state funding, honoring our commitment to becoming climate neutral, increasing demand for parking and the need to reduce the amount of vehicular traffic along our roadways. In order to help support ongoing efforts, the university has adopted a new university vehicle policy that will significantly reduce the total number of vehicles on campus, add additional parking inventory, and support the President's Climate Commitment. This new policy has been approved by the Executive Committee and will be implemented July 1st, 2008.

We asked all units to evaluate their vehicle needs with the goal of reducing the total number of university vehicles. Unfortunately, unit evaluation identified only a few vehicles for elimination. Parking and Transportation has been assigned the responsibility to assess whether the remaining vehicles are in compliance with the policy (http://parking.fiu.edu/vehicle_services.htm). All university departments with state vehicles must review the new vehicle policy and complete the attached justification form. This form must be turned in to Parking and Transportation **by July 10th**. The justification forms will be assessed, and communications will be sent to the registered owners and the Vice Presidents responsible, outlining recommended additional reductions. Effective immediately new vehicle purchases will not be processed. Departments will need to follow the new policy to attain additional needed vehicles.

VEHICLE ACCESS PROGRAM (VAP)

We recognize that some groups may still need access to vehicles on a limited basis. To help fill this need Parking and Transportation has created a pool of vehicles for rental by university departments.

The vehicle access program will be offered to all departments for intra/inter campus transportation. In order to cover the cost of maintaining the fleet, a minimum fee will apply. The costs are \$25 for a half day and \$50 for a full day, plus the actual cost of gas. Vehicle Services will offer pick up and drop off services to those departments needing to use a vehicle in the program. The VAP can be used for a university purposes when traveling for a maximum of 3 days/ 2 nights. Otherwise departments should follow the travel policy and guidelines.

NEW MAINTENANCE SCHEDULE

The new policy has requirements that will help ensure that state assets are properly maintained. A mandatory preventive maintenance schedule will be implemented for all state vehicles. This implementation will allow Vehicle Services to maintain an appropriate fleet of university vehicles in good condition and maximize the life and efficiency of the vehicles. We estimate that the cost for required preventive maintenance service will be \$250.00 per service. The maintenance schedule is as follows:

- a. Cars, Trucks and Vans every 3 months
- b. Mules/Golf Carts every 4 months
- c. EZ-GO (Gas) every 4 months
- d. EZ-GO (Electric) every 6 months
- e. Forklifts and Heavy Duty Tractors every 6 months
- f. Boats and trailers once a year
- g. Police vehicles will continue to follow their current schedule

The departments keeping vehicles will be required to service all vehicles through the Vehicle Services auxiliary in order to ensure that state assets are protected effectively. The following below market rate charges will apply to all vehicles for all departments:

- a. The labor rate of \$75.00/hr has been established, which is 15% below lowest local market rate surveyed and 28% below average market rate surveyed. A fixed rate will apply to each preventive maintenance schedule. Each department will receive a cost estimate for the year.
- b. Parts will be priced at cost plus a margin to only cover handling and carrying cost for maintaining inventory established.

PARKING

The demand for parking and access continues to increase as does the costs of constructing and maintaining additional parking spaces. Reducing the number of state vehicles on campus will help increase the number of parking spaces available to students and staff. However, the rising cost requires the university to charge parking access fee to all state vehicles according to the following guidelines:

- a. State vehicles with reserved or numbered spaces - \$1,000/year.
- b. All other state vehicles without reserved or numbered spaces – Administrative Rate (currently \$414/year).
- c. All Golf Carts/Mules/EZ-Go - \$250/year

For your review the new policy and the parking justification form can be found at the following link: http://parking.fiu.edu/vehicle_services.htm. If you have any questions please call me directly at x71655.