



University Compliance, Ethics, and Risk Office

UNIVERSITY OF CENTRAL FLORIDA

University of Central Florida Draft Policy Submission Cover Memo Form

Policy No. and Title:

Initiating Authority:

Initiating Authority Approval Date:

Date of Submission for Review:

Submitted by:

Department:

New Policy

Existing Policy (5-year Review)

Existing Policy (Out of Cycle
Review)

Summary of Revisions: (For a new policy, please provide a summary of the policy. For an existing policy, please provide a summary of the revisions made to the ~~policy.~~)

Stakeholders included in the Review Process: (Provide a list of departments involved in the review/revision process.)

Stakeholder feedback must also be requested from the [Faculty Senate](#) and the [College Policy Liaisons](#). By checking the boxes below, you are confirming that feedback from these groups was requested, received, and considered in the draft policy.

College Policy Liaisons

Faculty Senate

Regulatory Requirements (if applicable): (Provide information on regulatory requirements pertaining to the policy, including specific statute or regulation number.)

Presenters: (Provide the name(s), position title(s), and email address(s) for all individuals who will be presenting the policy to the university's Policies and Procedures Committee.)



DRAFT – Fleet Vehicle Acquisition, Management, Maintenance, and Repair Policy

Policy Number	3-135
Responsible Authority	Associate Vice President of Utilities and Engineering Services and Chief Engineer
Initiating Authority	Vice President, Administrative Operations and Chief Infrastructure Officer
Effective Date	
Date of Origin	

APPLICABILITY/ACCOUNTABILITY

This policy applies to all University of Central Florida divisions, colleges, departments, units, and direct support organizations that acquire, operate, maintain, or dispose of university-owned vehicles and vehicular equipment, including slow-moving vehicles, golf carts, utility carts, etc. These are collectively referred to as “vehicles” in this policy.

Departments are responsible for ensuring that all fleet-related activities align with university policies, fiscal accountability, and safety standards.

POLICY STATEMENT

UCF Fleet Operations supports the university community by providing reliable, well-maintained vehicles and professional fleet services that make transportation for official university business simple, safe, and cost-effective. All UCF-owned vehicles should be acquired, operated, maintained, and decommissioned in accordance with this policy.

The Fleet Operations team manages every stage of the vehicle lifecycle from purchase and inspection to maintenance, repair, and replacement, so departments can focus on their core missions.

Driver Requirements

- Only authorized drivers may operate university vehicles. Authorized drivers include faculty, staff, student employees, or other approved individuals acting on behalf of the university.
- Every driver should follow applicable state and federal laws, as well as university rules and procedures.

- Drivers should hold a valid state-issued driver's license appropriate for the type of vehicle.
- Vehicles may only be used for official university business.

Incident Reporting

Drivers should report any accident, vehicle damage, or moving/criminal citation that occurs while operating a university vehicle or conducting university business to their supervisor on the day it occurs. Supervisors are then responsible for reporting these incidents to the appropriate university office within two days. Information on emergency maintenance and repairs can be found in the Maintenance and Repair section of this policy.

Compliance

Drivers who fail to comply with this policy may lose their university driving privileges and are subject to disciplinary action, up to and including termination or dismissal, based on the seriousness of the infraction.

Driving authorization may be revoked or denied at any time if deemed in the best interest of the university.

DEFINITIONS

Acquisition: The purchase or adoption of a vehicle or vehicular equipment for university use.

Disabled Vehicle: Any university-owned vehicle that is inoperable, stopped, or parked, whether attended or unattended, and cannot be reasonably driven due to mechanical failure, physical failure, or dangerous components. A disabled vehicle also includes vehicles that are not properly licensed.

Disposition: The final step in removing a vehicle from the university's active fleet, determining whether it will be repurposed, sold, or otherwise disposed.

Fleet Rental Services: A service offered through Parking and Transportation Services that provides university-owned vehicles for short-term departmental use.

Fleet Vehicles: University-owned cars, trucks, vans, carts, or other motorized equipment used by university employees for official business. Fleet vehicles are either:

- **Dedicated Department Vehicles** – purchased for and used exclusively by a specific department for specific operations
- **Shared Vehicles** – available to all departments for short-term use through the Fleet Rental Services program.

Preventive Maintenance: Scheduled inspections and services such as oil changes, tire rotations, and brake checks performed to ensure vehicles remain safe and dependable.

Vehicle Classification: Grouping vehicles by type, size, or purpose to aid in fleet management and efficiency.

Vehicle Surplus: The process of removing a vehicle from active service when it is no longer cost-effective or needed.

PROCEDURES

1. Acquisition

Departments seeking to purchase or lease a vehicle must initiate the process with Fleet Operations using the Vehicle Acquisition Request Form. Departments are not permitted to acquire vehicles independently.

Departments may request a specific vehicle type; however, final vehicle selection rests with Fleet Operations, which will evaluate the intended use to ensure efficiency, appropriateness, and alignment with divisional standards.

Fleet Operations will review each request based on:

- Operational need and intended use
- Consideration of shared-vehicle alternatives
- Projected utilization and cost-effectiveness
- Compliance with purchasing and safety requirements
- Approvals from Environmental Health & Safety, Office of Risk and Safety, and Procurement

Fleet Operations will confirm funding, obtain vendor quotes, and ensure vehicles meet university specifications before purchasing.

Approved Vehicle Purchases

Vehicles can only be purchased from a university approved make/model list unless an exception is granted by the AVP of Utilities and Engineering Services. All vehicles should meet university tagging, title, and safety standards.

Vehicles should display a UCF identifier, annual inspection decal, and have a valid virtual parking permit (except for confidential vehicles). A telematics device may be required for usage

and maintenance tracking, with monthly service fees billed to the department as applicable. Keys should be stored in a Traka key box, with copies provided to Fleet Operations.

Leased Vehicles

If Fleet Operations determines that a vehicle should be leased instead of purchased, leasing arrangements will be coordinated among Fleet Operations, Facilities and Business Operations, and the Administration and Finance Division, with required approvals documented in the requisition paperwork.

Appeal Process

If a vehicle purchase request is denied, the department will receive written notice with reasons for the decision. The department may appeal by submitting written documentation to the Fleet Vehicle Management Committee (FVMC), which includes representatives from Fleet Operations, Parking and Transportation, Surplus, Property/Inventory, and the Office of Risk and Safety. The committee will issue a written outcome with any conditions or requirements.

2. Vehicle Replacement Planning

Departments must work with Fleet Operations annually to identify vehicles due for replacement. If safety issues are identified during the annual inspection, these must be addressed before the vehicle can resume usage. Replacement costs should be included in departmental capital planning.

Standard Lifecycle Guidelines

Vehicle Type	Lifecycle	Mileage Threshold
Sedans/Light Duty	10 years	100,000 miles
Trucks/Vans	12 years	120,000 miles
Equipment	Based on condition use	--

3. Asset Intake and Inventory Tracking

When an acquired vehicle is delivered to campus:

- Fleet Operations verifies intake data and assigns a tracking number
- Fleet Operations inspects the vehicle, applies decals, and installs tracking equipment
- The vehicle is entered into the AiM IWMS system (AiM) for asset tracking and maintenance scheduling

4. Maintenance and Repair

Fleet Operations services and maintains all university vehicles using a standardized maintenance program that includes annual inspections, preventative maintenance schedules, and corrective maintenance procedures to ensure safety, compliance, and operational efficiency.

Annual Inspections

Each vehicle receives an annual inspection by Fleet Operations covering brakes, tires, lights, and safety systems. Any issues must be corrected before the vehicle can be operated.

Preventive Maintenance (PM)

Routine PMs (oil changes, tire rotations, fluid checks, and similar services) are scheduled through AiM by Fleet Operations.

Corrective Maintenance (CM)

When vehicles require repairs beyond preventative maintenance, Fleet Operations diagnoses the issue and completes repairs promptly. Major repairs exceeding cost thresholds require approval from the AVP of Utilities and Engineering Services.

Fueling / Refueling

Fleet vehicles are assigned a fuel key managed by Fleet Operations. Departments cover fuel costs and may use the on-campus fueling station located behind Facilities Building 16.

Emergency Repairs

In the event of vehicle damage not related to an accident:

1. Move the vehicle to a safe location, if possible.
2. Contact law enforcement, if required.
3. Contact Fleet Operations.
4. Report serious incidents to a supervisor immediately.
5. Fleet Operations coordinates towing and ensures the vehicle is safely repaired.

Accidents

- In the event of an accident, theft, or vandalism, regardless of the size or nature, report to the operator's supervisor, the [Office of Risk and Safety](#), and Fleet Operations.
- Contact law enforcement immediately if an accident results in a serious injury, death, non-drivability of the vehicle, alleged hit-and-run, theft, break-in, or vandalism.

Outsourced Advanced Maintenance

When specialized repairs are needed, Fleet Operations engages an approved vendor and records all work in AiM.

5. UCF Fleet Services

UCF Fleet Services offers university-owned vehicles for short-term departmental use. This shared-vehicle program helps departments reduce costs and improve utilization.

Program Registration

Departments can register through the [Fleet Services portal](#).

An approved driver list, signed by the department head, must be submitted.

Vehicle Reservations

Reservations are made online at least 24 hours in advance. Only the authorized driver may operate the reserved vehicle.

Vehicle Pick-Up

Vehicles with keyless entry can be accessed via a mobile app. Vehicles with physical keys can be picked up at the Visitor Parking and Information Center.

Vehicle Return

Vehicles should be returned to their designated location on time with at least the same fuel level as was available when picked up. Departments may refuel vehicles with a university expense card. If not refueled, fuel charges will be billed accordingly.

Billing

Departments are billed monthly at rates based on vehicle type and reservation length. Rates are available at the Fleet Services portal. Additional charges may apply for late returns, cancellations, or tolls.

6. Decommissioning and Surplus for University Fleet Vehicles

Decommissioning Fleet Vehicles

Vehicles are identified for decommissioning by Fleet Operations based on age, mileage, maintenance history, and condition.

Once approved, Fleet Operations will:

- Verify all records and remove university property.
- Remove tracking equipment, license plates, and e-Pass devices.
- Notify Risk Management and Asset Management.
- Prepare a decommissioning report for audit purposes.

If the vehicle is department-specific, the department should submit a Surplus request after decommissioning. The vehicle will then be transferred to Surplus for final disposition.

Surplus Fleet Vehicles

Vehicles can only be surplused with the approval of the Surplus Manager and the Fleet Operations Manager. Vehicles that have been surplused are no longer available for acquisition, purchase, adoption, or use without the approval of the Surplus Manager and the Fleet Operations Manager.

CONTACTS

[Parking and Transportation Services](#)

4000 Central Florida Blvd., Bldg 153

Orlando, FL 32816-8005

Email: parking@ucf.edu

[Parking and Transportation](#)

[The Office of Risk and Safety](#)

4365 Andromeda Loop N.

Orlando, FL 32816-3400

Email: riskmanagement@ucf.edu

[Facilities and Business Operations](#)

Fleet Operations

3528 Perseus Loop

Orlando, FL 32816-3020

Email: wcc@ucf.edu

[Procurement Services](#)

Phone: 407-823-2661

Email: procurement@ucf.edu

RELATED INFORMATION AND FORMS

[Florida Statute 287.17](#)

<https://epact.energy.gov/standard-compliance/?tab=1#afvs>

Vehicle Acquisition Request Form (will be available upon approval of the policy)