

October 1, 2002

To: Vice Presidents, Deans, Chairs, Directors,  
Department Heads and the Campus Community

From: Tony Valenzuela, Associate Vice President  
Facilities Development and Operations

Subject: Motor Vehicle Inspection Program and Defensive Driving  
Responsibility Changes

Facilities Development and Operations has been assigned the one point of control for all SJSU state owned or leased vehicles by President Robert Caret as required by Executive Order 691, Educational Code 89031.5, and California State University – Use of University and Private Vehicles Policy Guidelines. All require that a campus motor vehicle inspection program and one point of control of all associated business be established and adhered to.

I am enclosing a complete copy of the response to a recent audit. Additional copies may be obtained by calling 4-1950 and will be posted to our website for review. A summary of important items to remember is listed for convenient reference.

1. Mileage logs need to be completed by the driver of the vehicle in accordance with current policy.
2. Safety inspections need to be performed by the operator on all electric carts, boomlifts, forklifts, tractors, mowers, automobiles, and trucks.
3. Designation of a responsible staff person per vehicle needs to be completed annually.
4. Fleet Administrator shall evaluate department requests and make the determination if additional vehicles will be accepted into University inventory.
5. Limited requests for additional vehicles will be approved. Departments will be asked to remove vehicles from service, when purchasing new ones.
6. Fleet Administrator is authorized by the President to remove any vehicle from service if safety is a concern.
7. Defensive Driver Training is required every four years and is scheduled by Human Resources Services Group, Training Department 924-2141.
8. Electric carts shall have a standard identification decal with the department name, vehicle number and an anonymous caller telephone number (408)924-2150 at Risk Management has been set up for the reporting of unsafe driving behavior.
9. The remaining FD&O fleet vehicle will be removed from service July 1, 2002.
10. Forklift certification, in addition to Defensive Driving, is required within 90 days of hire and every 3 years thereafter.
11. Electric cart, mower, tractor, boomlift and utility truck training will be provided by immediate supervisor and certification form shall be completed and forwarded to Human Resources.
12. Gasoline for vehicles is no longer available in the Corp Yard. Gasoline shall be purchased using the Voyager gas card program.
13. Vehicular access to inner campus has been restricted in an effort to ensure pedestrian safety.

Enclosures: Motor Vehicle Inspection Report and Defensive Driving Guidelines/California State University – Use of University and Private Vehicles Policy Guidelines.

