

UCSB Transportation & Parking Services
Vehicle Requisition Guidelines
2/18/2011

1. Purchase of the following vehicle categories may only be made and approved by the Director of Transportation & Parking Services (TPS), unless an exception is requested based on mitigating or exigent circumstance (i.e. remote location) and approved by the Director:

- Licensed automobile, truck, sweeper or low-speed electric (NEV) vehicle.

Note: These vehicles will be assigned to the requesting department and recharged by TPS at approved rental rates. Maintenance and repair may only be performed by TPS, unless otherwise agreed to by TPS. Yearly safety inspections are mandatory.

2. The following vehicle categories may be purchased by departments other than TPS and require only requisition approval by the Transportation Services Manager:

- Licensed trailer, motorcycle or generator.

Note: While these vehicles are not assigned to the acquiring department and the department is not recharged a monthly rental by Transportation Services, the maintenance and safety of these vehicles is still the responsibility of Transportation Services. Transportation Services requires annual safety inspections of these vehicles.

3. The following vehicle categories do not require approval by TPS:

- Unlicensed (not street legal) riding lawn mower, forklift, garden tractor, golf-cart type vehicle, generator, snowmobile or ATV.

Note: The department is not recharged a monthly rental by TPS. All maintenance and safety of these vehicles is the responsibility of the acquiring department.