



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

**TITLE:** Policy and Responsibilities for the Purchase of all Vehicles including the use of Hybrid or Alternative Energy Vehicles for District Fleet

**NUMBER:** BUL 4143.0

**ISSUER:** Michael A. Eugene, Business Manager  
Business Services Division

**DATE:** March 4, 2008

**ROUTING**  
All Employees  
All Locations

**POLICY:** The purpose of this Bulletin is to provide District policy and responsibilities related to all vehicle purchases relevant to vehicle specifications approval, and the competitive procurement process of acquiring District vehicles. The established requirements are inclusive of the Board of Education’s policy on the use of hybrid or alternative energy (fueled) vehicles for both administrative and operational use.

**MAJOR CHANGES:** Effective January 1, 2008, the Board of Education has directed that all future purchases of vehicles for use in the District’s administrative vehicle program, and select operational vehicles shall utilize alternative fueled engines (e.g., hybrid, CNG, propane, etc.) wherever practical. In the event that there are no alternative fueled vehicles available in the marketplace meeting the needs of the requesting department, such operational needs will need to be clearly specified in writing to the Transportation Branch’s Fleet Maintenance Section. All vehicle specification requests must be reviewed and approved by the Director of Transportation for compliance with the Board of Education’s policy adopted on November 27, 2007.

**GUIDELINES: I. VEHICLE SPECIFICATION APPROVAL PROCESS**

1. Prior to submittal of request (requisition) to the Purchasing and Materiel Management Branch, the requesting location shall complete a Request to Purchase Vehicle(s) for District Business Inter-Office Correspondence form, and fax the completed request to the Transportation Branch, Fleet Maintenance Office at (323) 221-3905. This form must be completed when either a new or used vehicle is requested (See attached Form A – Request to Purchase Vehicle(s) for District Business).
2. Fleet Maintenance personnel will evaluate the request to purchase and provide a specification for an alternative fueled vehicle if available/practical, or a non-alternative fueled vehicle based on the user’s operational needs/requirements.
3. The Fleet Maintenance Office will provide guidance in choosing an



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appropriate vehicle to fit the user's operational and/or special needs. The specifications will be reviewed and require approval by the Director of Transportation. The final approval will be based upon the user's specific needs, available vehicle technology, availability of fueling infrastructure, and cost concerns. The approved specifications, for either an alternative fueled or non-alternative fueled vehicle, must be presented by the requesting location to the Purchasing and Materiel Management Branch for competitive sourcing/purchase. Vehicle(s) requested that will increase the District's fleet size may require the requesting location to provide additional funding for ongoing maintenance costs.

### II. REQUISITION AND PROCUREMENT PROCEDURES

1. Each requesting location intending to purchase a vehicle to replace or add to the District's administrative and/or operational fleet shall submit to the Purchasing and Materiel Management Branch the following documents to begin the competitive procurement process:
  - a. A funded requisition (RX)
  - b. A completed Request to Purchase Vehicle(s) for District Business Inter-Office Correspondence form (Form A) approved by the Transportation Branch.
2. Upon receipt of all the required documents specified above, Purchasing staff will prepare an Invitation for Bids (IFB), including standard bid information. Additionally, any supplemental or applicable bid conditions/requirements issued by the Fleet Maintenance Section (including technical vehicle specifications) will be included.
3. The prepared IFB will be sent to responsible bidders for competitive bidding, including any suggested vendors provided by requesting location. At the time of bid, the potential bidders are notified that the sale will be contingent upon a vehicle inspection by Fleet Maintenance staff. The District will have the right to refuse acceptance of any vehicle at its sole discretion. This requirement applies to the purchase of both new and used vehicles. Vehicle delivery terms will include delivery to a District specified location as directed by Transportation Branch staff. Vehicles will not be delivered directly to requesting location's site.
4. IFBs received will be tabulated by Purchasing staff and copies of bids will be forwarded to the requesting location and Fleet Maintenance Section for technical evaluation. Purchasing Branch staff will request a recommendation of award from both the requesting location and the Fleet Maintenance Section upon completion of the technical evaluation.



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5. Upon establishing the lowest responsive/responsible bidder, a notice of intent to award will be issued by Purchasing staff. If the dollar value of the transaction exceeds the Purchasing Branch's delegation of authority (\$250,000), advance Board approval is required. Otherwise, a purchase order will be issued indicating the following: awarded vendor, pricing, make/model number, delivery location, delivery date, vehicle registration, and any other requirements. Copies of the purchase order will be sent to the vendor, requesting location, Transportation Branch (Fleet Maintenance) and the Accounts Payable Branch.
6. The vendor delivers the vehicle according to the purchase order instructions (specified transportation garage). The Transportation Branch/Fleet Maintenance personnel will then inspect and accept/reject the vehicle.
7. The Transportation Branch will complete the DMV paperwork, decal/number the vehicle appropriately, and forward the receiving documents to the Accounts Payable Branch for payment.
8. The Transportation Branch will contact the requesting office when the vehicle is ready for pick-up/delivery to the requestor's location.

**AUTHORITY:** This is a policy of the Superintendent of Schools.

**RELATED RESOURCES:** Bulletin No. 1745.0 Acceptable Use of District-owned Vehicles

**ASSISTANCE:** For assistance or further information please contact:

Purchasing Branch and Materiel Management Branch Customer Service at (562) 654-9009

Transportation Branch/Fleet Maintenance Section at (323) 342-1430

**INTER-OFFICE CORRESPONDENCE**  
**LOS ANGELES UNIFIED SCHOOL DISTRICT**

**TO:** Transportation Branch  
Fleet Maintenance Manager

**DATE:**

**FROM:** [Administrator]  
[Requesting Division/Branch]

**SUBJECT: REQUEST TO PURCHASE VEHICLE(S) FOR DISTRICT BUSINESS**

In accordance with Bulletin 4143.0, this request for vehicle purchase approval is being submitted for your review.

The new or used vehicle requested for purchase will abide by the most current District mandate to introduce alternative energy (fueled) (i.e., hybrid, CNG, propane) vehicles to the fleet wherever practical.

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**Please check all applicable:**

This vehicle purchase will replace vehicle number \_\_\_\_\_ which has been identified as Beyond Economical Repair (BER) or unserviceable for District use.

This vehicle purchase will add to the Division, Branch, Section or Maintenance Area's total number of fleet vehicles. Please use the following funding line for preventative maintenance or needed repairs:

Location Code: \_\_\_\_\_ Program: \_\_\_\_\_ Object Code: \_\_\_\_\_

**Vehicle will be assigned for:**

Administrative use  
Name of individual the vehicle is assigned to: \_\_\_\_\_

Title: \_\_\_\_\_ Location: \_\_\_\_\_

This request acknowledges that the individual to whom the vehicle will be assigned ~~to~~ has received and read a copy of Bulletin No. 1745.0, Acceptable Use of District-owned Vehicles.

Operational use for \_\_\_\_\_ Division/Branch

Contact phone number for the requesting location: \_\_\_\_\_

Prior to receiving the vehicle for District service, the vehicle will be inspected by the Fleet Maintenance Section at a pre-designated District garage for adherence to vehicle specifications.

APPROVED BY: \_\_\_\_\_  
Director of Transportation

Date: \_\_\_\_\_