


CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY PUR 305-09
	Section: Orders and Requisitions
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	Responsible office: Purchasing
	Origination date: 07/01/1996
Subject: Vehicles	Effective date: 07/01/1996
Source: University policy Arizona Revised Statutes §§ 28-909; 38-538 Arizona Administrative Code R2-10-101 et seq.	Revision date: 09/15/2023

PURPOSE

To define the responsibility for the purchase of vehicles.

APPLICABILITY

This policy is applicable to purchases of all vehicles using University funds, which include state, local and grant funds.

POLICY

1. Vehicles are motorized vehicles used to transport people or goods, or any other item that requires a title in accordance with Arizona Department of Administration Motor Vehicle Division rules and include but are not limited to low-speed vehicles, passenger cars, trucks, buses, trailers, off-road vehicles, and heavy equipment.
2. Purchases of vehicles by the University shall be approved by the University's Transportation Services Department (UTS) for necessity, appropriate use and options, sustainability, and compliance with this policy and state and federal law.
3. Purchases of fifteen (15) passenger vans is prohibited.
4. Purchases of used vehicles is prohibited.
5. Vehicle purchase options, in priority order:
 - a. Battery Electric Vehicles (BEV) or Neighborhood Electric Vehicle (NEV) are required unless no model is available that fulfills the functional requirements of the intended use. These vehicles should be equipped with ground clearance of at least 6".
 - b. Plug-in Hybrid Electric Vehicles (PHEV).
 - c. Hybrid Electric Vehicles (HEV) with an average fuel economy of over 35 MPG highway.
 - d. An alternative fuel capable vehicle (AFV) with an average fuel economy of over 35 MPG highway.
 - e. A non-compliant fueled vehicle if no AFV is available that meets the functional requirements of the intended use (i.e. heavy equipment, off road, police interceptors).
6. All vehicles must have the following equipment and features to be operated on public roadways:
 - a. Headlights, taillights and reflectors
 - b. Heated defrost
 - c. Cabin heat
 - d. Rear view mirrors
 - e. Windshields with wipers
 - f. Parking brake
 - g. Seat belts for all passenger seating positions
 - h. Minimum speed of 20 mph and a maximum speed of 25 mph
7. The purchase of any vehicle that is not BEV must be approved by the University's Chief Financial Officer.
8. UTS will place required markings all University vehicles.

CROSS REFERENCE

[Motor Vehicle Use for University Business Policy](#)