



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5342

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Category: Business Services

EFFECTIVE: 11-01-88

Subject: District Vehicle and Rolling Stock Purchases

REVISED: 10-21-2002

A. PURPOSE AND SCOPE

1. To describe procedures governing the process to be used when requesting purchase of new vehicles or rolling stock equipment.
2. **Related Procedures:**
 - Movable equipment inventory and/or transfer 5340
 - Major categorical programs equipment 5341

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy D-6000.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Logistics Division, Business Operations Branch.
2. **Definition**
 - a. Rolling stock refers to those units of equipment that are mobile and/or can be towed to another location.
 - b. Vehicles are those equipment units used for the transportation of people and goods.
3. **Purposes and Objectives**
 - a. To provide a means of establishing standardization of vehicles and rolling stock equipment and the standardization of parts, assemblies, accessories, and components used to maintain the units.
 - b. To provide and define accountability for the procurement and maintenance of all district vehicles and rolling stock.

D. IMPLEMENTATION

1. Departments requiring additional vehicles and/or rolling stock equipment units or scheduled replacement will submit their operational needs (user specifications) to the Fleet Maintenance Unit, Transportation Services Department, Logistics Division, Business Operations Branch, in writing, for development of bid specifications.

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2. Operational needs will provide the framework for the technical input required for development of bid specifications.
3. The Fleet Maintenance Unit, Transportation Services Department, will develop bid specifications for submission to the Procurement and Distribution Department, Logistics Division, Business Operations Branch.

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education