



BFB-BUS-19: Registration and Licensing of University-Owned Vehicles

Responsible Officer:	AVP - Chief Procurement Officer
Responsible Office:	PS - Procurement Services
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I. POLICY SUMMARY

This bulletin sets forth the guidelines for the registration and licensing of University-owned vehicles, the management of vehicle records, the execution of registration and ownership documents, and the acquisition and disposition of license plates.

II. DEFINITIONS

UC Location Address: The address which shall appear on the ownership and registration documents for all vehicles owned by that UC Location.

UC Location Representative: The person(s) to whom the Chancellor has assigned the responsibility and authority to execute registration documents and obtain and dispose of license plates, and who represents the UC Location in its relations with the Department of Motor Vehicles.

DMV: The acronym for the Department of Motor Vehicles . Used herein to indicate both the Sacramento Office and local offices. When correspondence should be sent to the Sacramento office concerning registration, it should be addressed to:

Department of Motor Vehicles
Division of Registration
Attention: Unit 25
Sacramento, California 95806

The address for the local DMV office can be obtained on-line at the [California Department of Motor Vehicles](#).

Proof of Insurance: A notice that the University is self-insured, and it shall be carried in the vehicle at all times, if required by State or Federal law.

Univ. of Calif.: The abbreviation used by the DMV to identify University-Owned vehicles and it must be entered in the space titled Registered Owner on [DMV Form REG. 5050 \(Exempt License Plate Request\)](#).

Vehicles Exempt from Registration: This title is for the group that includes any vehicles considered to be "implements of husbandry" which are utilized exclusively for agricultural operations and only incidentally are operated or moved over a highway ([DMV V C Section 36101](#)).

Vehicles Subject to Registration: This group of vehicles includes passenger cars, trucks, trailers, semi-trailers, tractors, motor scooters, buses, fork-lifts, and any other vehicles designed primarily for the transportation and/or handling of materials, personnel, or property and which are operated on a highway for a distance greater than one-quarter mile, and/or which require registration under State of California or Federal law. ([California Vehicle Code, Division 1, Chapter 1](#)).

III. POLICY TEXT

A. DESIGNATION OF UC LOCATION REPRESENTATIVES: Annually, the [Executive Vice President and CFO Finance](#) or his/her designee shall request a list of names and UC Location addresses of the UC Location Representatives. This information will be combined with the information from all UC Locations and submitted to the Department of Motor Vehicles.

B. DOCUMENTATION REQUIRED FOR PURCHASE OR LEASE:

1. All vehicle purchase orders shall specify the documents which must be provided by the vendor to effect registration of the vehicle(s). Those documents shall be submitted to the UC Location Representative for processing shall reflect the following ownership data:

Univ. of Calif.
(UC Location Address)

2. Required documents include the following:
 - a. If the vendor is a licensed California dealer:
 - i. [Dealer's Report of Sale \(DMV form REG. 397\)](#); and [BUS-19](#), and
 - ii. [Certificate of Compliance \(Department of Consumer Affairs\)](#). This form is not required if Dealer's Report of Sale for new vehicles is signed on the reverse side.
 - b. If the vendor is NOT a licensed California dealer:
 - i. Manufacturer's Certificate of Origin, or [Bill of Sale \(DMV form REG.135\)](#) from the manufacturer to the vendor;
 - ii. [Dealer's Report of Sale \(DMV form REG. 397\)](#) from the vendor to the University; and
 - iii. [Certificate of Compliance \(Consumer Affairs Form\)](#).
 - c. If the vehicle is used and has been licensed previously:
 - i. Properly endorsed Certificate of Ownership;
 - ii. Current Registration Card;
 - iii. [Certificate of Compliance \(Department of Consumer Affairs Form\)](#) if the vehicle requires an air pollution control device;
 - iv. Weight Certificate, if required;
 - v. [Used Report of Sale Vehicle \(DMV form REG. 51\)](#); and
 - vi. [Statement of Facts \(DMV form REG. 256\)](#).
 - d. If the vehicle is acquired from or through the [State Educational Agency \(SEA\)](#) for Surplus Property, the Agency shall provide:
 - i. United States Government Certificate of Release of Motor Vehicle (SF 97); and
 - ii. [Bill of Sale \(DMV form No. 135\)](#), from [SEA](#) to the University
 - e. If the vehicle is leased the lessor shall be the registered owner.
 - f. If the vehicle is leased with an option to purchase, the lessor shall be the registered owner until title has transferred to the University at which time the vehicle shall be registered to the University in accordance with these guidelines.
 - g. Upon receipt of any vehicle, all serial numbers on the associated documents shall be verified to ensure complete agreement with those on the vehicle. Vehicles obtained as gifts or from the sources indicated in paragraphs (b) and (d) above will require a physical inspection which

may be performed by a DMV representative, a California Highway Patrol officer, a local police officer, a campus police officer, or authorized Fleet Services personnel. The inspector will complete and sign [Verification of Vehicle Form \(DMV Form REG. 31\)](#).

C. LICENSING OF USED VEHICLES:

1. The "Diamond E" plates on a vehicle acquired from a State agency shall be left on the vehicle, and the agency shall furnish a [Permit to Transfer State-Owned Vehicle](#).
2. Exempt plates other than "Diamond E" plates, which may be on a vehicle acquired from a city or a county agency, shall be removed from the vehicle and surrendered to the local DMV office, at which time a receipt for the plates and an emergency operating permit to facilitate use of the vehicle shall be obtained and affixed on the vehicle.
3. Non-exempt or regular fee plates shall be removed and surrendered to the local [DMV](#) office, at which time a receipt for the plates and an emergency operating permit to facilitate use of the vehicle shall be obtained and affixed on the vehicle.

D. DISPOSITION OF VEHICLES BY SALE:

1. The [Certificate of Ownership](#) shall be completed by the UC Location Representative.
2. The buyer shall be provided with the documents indicated below at the time he/she takes possession of the vehicle:
 - a. One copy of the receipt for exempt license plates;
 - b. The endorsed [Certificate of Ownership](#);
 - c. The most recent Registration Card issued to the University of California; and
 - d. A [Vehicle Inspection Report](#) provided by the University of California.
3. The UC Location Representative shall complete a [Notice of Transfer and Release of Liability online](#) or complete pdf form on-line ([DMV Form REG.138](#)) and submit the form via the DMV website or forward a hard-copy of the form to the DMV, Sacramento.

E. DISPOSITION OF VEHICLES BY DISMANTLING:

1. When the condition of a vehicle precludes its sale as a unit of equipment, it may be dismantled and the component parts either sold or retained for use

as replacement parts.

2. The exempt license plates shall be removed and surrendered to the local DMV office, and a receipt shall be obtained.
3. The Certificate of Ownership and the Registration Card shall be forwarded to the DMV, Sacramento, as attachments to a letter setting forth the reasons for dismantling the vehicle. (Refer to [California Vehicle Code](#), Sections [5600](#), [5900](#), and [11520](#)).

IV. COMPLIANCE / RESPONSIBILITIES

CHANCELLOR'S RESPONSIBILITIES:

1. Obtaining and processing, in accordance with provisions of the [California Vehicle Code](#), the documents required establishing ownership and effecting registration for any vehicle the UC Location acquires.
2. Establishing, maintaining, processing, and/or controlling such registration and licensing records, documents, and license plates as may be associated with the acquisition and disposition of University vehicles.

V. PROCEDURES

- A. PROCESSING DOCUMENTS:** The UC Location Representative shall process promptly all necessary documents and shall complete and sign the Application for Exempt Registration (DMV Form REG. 217) and the Purchaser's Certification section of the Dealer's Report of Sale.

Approximately one to two months are required for the DMV to deliver the ownership and registration documents and the metal plates to the UC Location. If the vehicle is to be operated in the interim, the Paper Plate Copy of the [Dealer's Report of Sale \(DMV Form REG. 396\)](#) shall be used to represent the license plate and registration. The appropriate proof of insurance document also must be placed inside the vehicle. When there is a valid reason for urgency, delivery time of the documents and plates can be accelerated by forwarding the application documents to the DMV, Sacramento, with a request for special handling.

- B. ACTION TO BE TAKEN UPON RECEIPT OF DOCUMENTS AND PLATES:** Upon receipt of the documents and plates from the DMV, the UC Location Representative shall verify all details of those documents and the license plate numbers to ensure accuracy and completeness. The plates shall be mounted on the appropriate vehicle and a copy of the Registration Card and proof of

insurance document shall be placed inside the vehicle. The Registration Card and Certificate of Ownership shall be retained by the UC Location Representative for safekeeping and audit purposes. When all aspects of the registration process have been completed, the UC Location Representative shall provide the Inventory/Equipment Management and Accounting Offices with all pertinent information concerning each vehicle.

C. UNIVERSITY IDENTIFICATION NUMBERS: The UC Location shall assign each vehicle an individual identification number, which shall become part of the property number used for inventory purposes.

D. LICENSING OF USED VEHICLES:

1. The "Diamond E" plates on a vehicle acquired from a State agency shall be left on the vehicle, and the agency shall furnish a Permit to Transfer State-Owned Vehicle.
2. Exempt plates other than Diamond E plates, which may be on a vehicle acquired from a city or a county agency, shall be removed from the vehicle and surrendered to the local DMV office, at which time a receipt for the plates and an emergency operating permit to facilitate use of the vehicle shall be obtained and affixed on the vehicle.
3. Non-exempt or regular fee plates shall be removed and surrendered to the local DMV office, at which time a receipt for the plates and an emergency operating permit to facilitate use of the vehicle shall be obtained and affixed on the vehicle.

E. DISPOSITION OF VEHICLES BY SALE:

1. A physical inspection of the vehicle shall be conducted to ensure that the vehicle serial number and the license plate number agree with the number indicated on the Registration Card and the [Certificate of Ownership](#). This inspection shall be conducted PRIOR to releasing either the vehicle or the associated documents to the buyer.
2. Unless the vehicle has been purchased by another state agency, the exempt license plates shall be removed and surrendered to the local DMV office, and two copies of a receipt for the plates shall be obtained. In some locations the DMV may not issue separate receipts when several plates are being surrendered at one time. In that instance, the UC Location should prepare a listing of all license numbers being surrendered and should request DMV personnel to sign the list.

F. DISPOSITION OF VEHICLES BY DISMANTLING: When the condition of a vehicle precludes its sale as a unit of equipment, it may be dismantled and the

component parts either sold or retained for use as replacement parts. If dismantling is selected as the method of disposition, no action shall be taken to cancel the registration of the vehicle until it has been determined that there is NO possibility of the vehicle retaining its identity or having its identity restored at some future time. A canceled registration CANNOT be reinstated.

G. RECORDS:

1. The UC Location Representative shall establish and maintain such records as are required for UC Location use. For each vehicle in the UC Location fleet these records shall include date, source, and cost of acquisition; condition at the time of delivery and whether new or used; and a list of special equipment, if appropriate.
2. The UC Location Inventory/Equipment Management and the Accounting offices shall be advised by the Fleet Manager or UC Location Representative of the pertinent details concerning vehicles which are sold or dismantled. Appropriate records shall be adjusted to reflect the date and method of disposition.

VI. RELATED INFORMATION

[California Vehicle Code](#): Sections [4001](#), [4115](#), [4454](#), [4456](#), [5600](#), [5900](#), [9103](#), [11520](#), [12804.10](#), [27156](#).

[State of California Health and Safety Code Division 26, Chapter 5, Part 5](#)

[California International Registration Plan Manual, Section 4.005](#)

[State of California Civil Code, Section 2985.8.](#)

[Business and Finance Bulletin BUS-8/Acquisition and Disposition of University Vehicles](#)

[Business and Finance Bulletin BUS-38. Disposition of Excess Property & Transfer of University-Owned Property](#)

[Business and Finance Bulletin BUS-43, Materiel Management](#)

[Business and Finance Bulletin BUS-46, Use of University Vehicles](#)

[Business and Finance Bulletin G-28, Policy and Regulations Regarding Travel](#)

[Letter Regarding Revised University Policy Concerning Senior Management Automobiles, January 29, 2007](#)

[University Accounting Manual Policy, Chapter E-821/ Senior Management Automobile](#)

[Policy and Procedures](#)

[Regents Policy 7709/Senior Management Group Automobile Allowance](#)

[University of California Sustainable Practices Policy](#)

VII. FREQUENTLY ASKED QUESTIONS

Not applicable

VIII. REVISION HISTORY

This policy was reformatted into the standard University of California policy template effective July 1, 2012.

Revision to BUS-19/Registration and Licensing of University-Owned Vehicles, July 1, 1992.

Revision to BUS-19/Registration and Licensing of University-Owned Vehicles, September 9, 1968.

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