

**STANDARD OPERATING PROCEDURE  
CAPITAL AND FACILITIES MANAGEMENT SERVICES  
CALIFORNIA STATE UNIVERSITY, BAKERSFIELD**

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**TITLE:** San Joaquin Kit Fox Avoidance – Campus Vehicle Operations  
**SCOPE:** Campus Vehicle Driving & Parking  
**RESPONSIBILITY:** Operators of Vehicle Operators Involved in Campus Operations  
**PURPOSE:** To Outline the Proper Procedures for SJKF Avoidance During Campus Vehicle Operations

**I. PURPOSE AND GOAL**

Campus operations that require driving and parking designated campus vehicles or major equipment are necessary within the California State University, Bakersfield (CSUB) campus to ensure the health and safety and operational capacity of faculty, students, employees, vendors, visitors, and the public.

The goal of this Standard Operating Procedure (SOP) is to ensure there is no unauthorized “take” of species afforded protection pursuant to the federal Endangered Species Act (ESA) or the California ESA. This SOP provides special consideration for the need to avoid “take” of the San Joaquin kit fox (SJKF; *Vulpes macrotis mutica*; Appendix A, *Photos*: Photo 1), and other protected classes of wildlife. The SJKF is listed as endangered pursuant to the federal ESA and listed as threatened pursuant to Section 2081 of the California Fish and Game Code (California ESA).

This SOP describes the how CSUB will ensure SJKF avoidance while driving or parking a vehicle involved in university operations within the CSUB campus, the responsibility for implementing this SOP, the procedures for CSUB personnel and contractors who drive or park on campus, and the chain of required communication in reporting any incident involving SJKF.

**II. DEFINITIONS**

- 1) All CSUB vehicles, equipment, or private vehicles involved in campus operations are subject to this SOP.

**III. RESPONSIBILITY**

- 1) Department staff will follow these procedures.
- 2) Department management will ensure implementation of, and conformance with, these procedures, by staff and contractors.
- 3) UPD will ensure enforcement of this plan and that SJKF observations and incidents are communicated to regulatory partners and CFMS.
- 4) U.S. Fish and Wildlife Services (USFWS) enforces the federal ESA.
- 5) California Department of Fish and Wildlife (CDFW) enforces the California ESA.

#### IV. PROCEDURES

##### 1) Driving

These procedures do not contradict or supersede [CSUB Policy UPD-60.004 - Vehicular Use and Speed Limit on Campus Service Roads and Red Brick Road](#).

- a) Drive only on paved roads and dirt roads as described in this SOP.
  - i) Carts are the only vehicles permitted on the bike path.
- b) Vehicles are permitted to drive on grass areas that have been surveyed by a Qualified Biologist for SJKF habitat within 30 days, as needed in the performance of assigned duties.
  - i) Vehicles driving on grass areas must not exceed 5 mph and avoid marked known or potential SJKF dens.
- c) Vehicles can be driven on the dirt roads as described on the Campus Vehicle Operations - SJKF Avoidance Map (Attachment B).
  - i) Vehicles driving on dirt roads must not exceed 5 mph and must not deviate from the road into the surrounding area.
- d) The following dirt roads will be surveyed regularly for SJKF dens.
  - i) Ropes Course to the Practice Soccer Field
  - ii) Perimeter road from Parking Lot I around ESA
- e) Vehicles that need to access the Track must use the west gate, not the north gate (Attachment B Map).

##### 2) Parking

These procedures do not contradict or supersede [CSUB Parking Regulations](#).

- a) Park on paved areas when possible.
- b) Vehicles are permitted to park on grass areas have been surveyed by a Qualified Biologist for SJKF habitat within 30 days, as needed in the performance of assigned duties.
  - i) Ensure vehicles are not parked close to marked known or potential SJKF dens.

##### 3) Exceptions

- a) In the event of an emergency, emergency vehicles will drive or park in any area necessary to address the emergency.
- b) Non-emergency related exceptions to the above procedures must be requested via email to Parking Services as soon as possible.
- c) Parking Services will coordinate with CFMS to evaluate the request to identify any necessity to contract a biologist to conduct a survey of the area for SJKF activity or dens.
- d) Approval must be received prior to any deviation from the above procedures.

#### V. CHAIN OF COMMUNICATION

If an SJKF is harmed or found injured or deceased during campus vehicle operations, the following communication protocol will be implemented.

- 1) Allow space for the SJKF to leave the area if it can.
- 2) Notify UPD (661 - 654 - 2111) of the incident.
- 3) UPD will notify and coordinate with CFMS Associate Vice President to engage CSUB's contracted biologist and to notify regulatory partners.

- 4) CFMS Associate Vice President will coordinate documentation of the incident and will file it in the designated BOX folder.

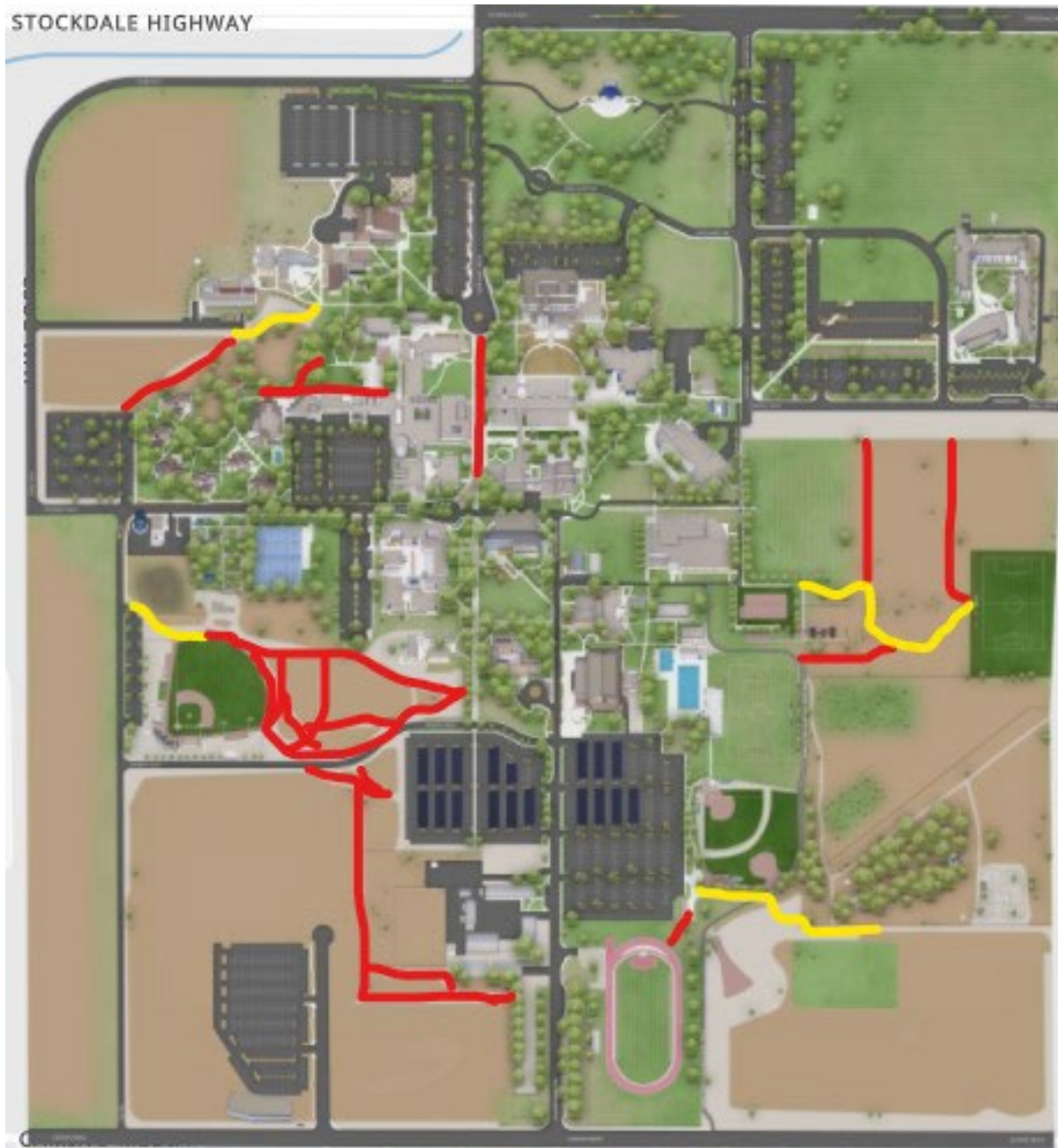
**ATTACHMENT A**

San Joaquin Kit Fox



## ATTACHMENT B

### Campus Vehicle Operations - SJKF Avoidance Map



#### KEY



Roads where driving is limited to 5 mph and there can be no deviation from the road.



Roads where driving or parking is prohibited.