



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 80.07: Vehicle Fleet Management Program

DATE: March 23, 2011

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to implement the state of Texas Vehicle Fleet Management Plan developed in accordance with Government Code, Section 2171.104, and to establish procedures, state responsibilities, and provide guidance for compliance under the Texas Tech University Vehicle Fleet Management Program.

REVIEW: This OP will be reviewed in January of odd-numbered years by the managing director of Physical Plant and the managing director of the Texas Tech University System (TTUS) Office of Risk Management with recommended revisions forwarded through the associate vice president for operations to the vice president for administration and finance and chief financial officer.

POLICY/PROCEDURE

1. Definitions

- a. **Vehicle Fleet Manager** – The designated individual responsible for planning, directing, managing, coordinating, and supervising programs for the acquisition, assignment, utilization, maintenance and repair, replacement, and disposal of the university fleet. The manager serves as the primary contact with the state Office of Vehicle Fleet Management.
- b. **Vehicle Custodian** – The appointed individual listed on inventory records as property custodian (department head/director/dean/chairperson).
- c. **Vehicle Coordinator** – The individual appointed by the property custodian to coordinate all vehicle use reports, purchases, transfers, and deletions. The coordinator serves as primary contact with the university Vehicle Fleet Management Office.
- d. **Vehicle Operator** – The individual who operates the university vehicle.

2. Personal Use/Misuse

As set forth in the Government Code, Section 2203.004, and Penal Code, Chapter 39, no state-owned or leased vehicle shall be used for personal reasons. Refer to OP 61.01 for additional guidance.

Misuse of a state vehicle is a state jail felony.

3. Driver Authorization

The department head to which the vehicle is assigned will authorize the use of university vehicles. Such use will be confined strictly to faculty, staff, and students conducting official business for the university directly relating to the academic, research, and/or administrative responsibility of the department involved.

The vast majority of property damage, personal injury, and death from motor vehicle collisions are directly attributable to driver error. It is a privilege and a serious responsibility to operate a university vehicle, particularly when there are passengers involved. For this reason, the university reserves the right to be highly selective in approving faculty, staff, and student drivers of university-owned, leased, borrowed, or rented vehicles.

All drivers must possess a valid Texas driver license or license from another state or the District of Columbia appropriate for the class of vehicle being operated and be approved by the TTUS Office of Risk Management. The TTUS *Driver Approval Request* (Attachment A) shall be used for this purpose. This form must be completed, signed, routed as instructed thereon, and approval granted BEFORE a driver operates a university- owned, leased, borrowed, or rented vehicle. The TTUS Office of Risk Management will use the information contained in the three-year driver license record provided by the appropriate state agency, apply the criteria referenced in OP 79.13, and use the rating system in the *Driver Rating Evaluation Form* (Attachment B) to determine whether driving privileges will be approved or denied.

All approved drivers will be subject to an annual driver record information check (or its equivalent) through the appropriate state licensing agency and approval renewal to ensure each operator continues to possess a valid driver license and has a driver record consistent with continued approved driver status. The driver record information will reflect the driver's three-year driving history and it will be ordered from the appropriate U.S. state agency. The requesting department will coordinate with the TTUS Office of Risk Management to submit a list of drivers to be considered for renewal of approved driver status, an annual driver license record check using the Texas Tech University System TTUS *Driver Approval Request* (Attachment A) and, if necessary, the *Delete Approved Driver Form* (Attachment C). All associated costs will be the responsibility of the department requesting driver approval.

Some vehicles and positions require the employee to maintain a Class A or B driver license. The university will pay for the cost of the license if it is required in the employee's job description. Individuals requiring a Class A or B driver license must comply with OP 70.35, Drug and Alcohol Testing for Safety Sensitive Positions Requiring a Commercial Drivers License.

If an employee's position requires him or her to operate a motor vehicle, failure to maintain approved driver status will result in administrative action and/or termination.

4. Driver Qualifications

- a. Qualifications for drivers of all motor vehicles owned, rented, leased by, or loaned to the system or its components are as follows:
 - (1) Must possess a valid Texas driver license or license from another U.S. state or the District of Columbia appropriate for the class of vehicle being operated;

- (2) Must have held a valid driver license, as defined in (1) above, for at least two years and have attained 18 years of age. The two year experience requirement may be satisfied by providing an English translation of the official driving record from the individual's home country or the equivalent thereof;
 - (3) Must be able to provide documentation of current personal automobile liability insurance;
 - (4) Must comply with annual driver record information check (or its equivalent);
 - (5) Must achieve an "approved" status using the *Driver Rating Evaluation Form* (Attachment B);
 - (6) Must report all driving violations or convictions and any license revocations, suspensions, or reinstatements, following revocations or suspensions to their immediate supervisor within five business days of the occurrence. This includes violations, convictions, suspensions, and revocations that result from driving a privately owned vehicle. Approval to drive a university vehicle may not be granted for one year following reinstatement of a revoked license; and
 - (7) Must not have had any convictions for driving while intoxicated, driving under the influence of alcohol or drugs, or reckless driving.
- b. Additional qualifications for drivers of vans equipped for 15 passengers or extended cargo are:
- (1) Must be at least 20 years of age and have held a valid license, as defined in 4.a above, for at least two years;
 - (2) Must successfully complete a 15-passenger driver training course;
 - (3) Must successfully complete a 15-passenger refresher training annually;
 - (4) Must not have more than one moving violation in the last 18 months;
 - (5) Must successfully pass a drug test; and
 - (6) Must complete the *15-Passenger Van Inspection Checklist* (Attachment H) for each trip. The inspection checklist should be kept in the vehicle glove box for the duration of the trip.

5. Operator Conduct

Those who operate a university vehicle represent the university to the general public. The image conveyed does affect the university; therefore:

- a. DO NOT use university vehicles for personal transportation or business;
- b. DO NOT allow alcoholic beverages or illicit drugs to be consumed or illegally transported in any university vehicle;

- c. DO NOT pick up hitchhikers or transport family members or any other unauthorized passenger(s). Authorized passenger is defined in OP 79.13, section 1.d.
- d. DO NOT allow the vehicle to become unnecessarily dirty and present an unfavorable image to the general public;
- e. DO NOT allow the number of passengers to exceed the authorized capacity of the vehicle (the capacity of a vehicle can typically be determined by counting the number of available seat belts);
- f. DO NOT operate the vehicle unless all occupants are wearing the appropriate restraints;
- g. DO NOT text message, read or compose e-mails, or use a handheld cell phone while operating the vehicle. A Bluetooth or other hands free device is acceptable;
- h. Do observe all traffic rules and regulations;
- i. DO require driver and all passengers to use seat belts and other appropriate occupant restraints at all times; and
- j. DO drive carefully, safely, and courteously.

When a vehicle is damaged through operator misuse or is operated by a person under the influence of alcohol or drugs, the department head employing the operator will be furnished a complete statement of the circumstances and a copy of the police report for the appropriate administrative action.

Citations for all parking and traffic violations will be the personal responsibility of the operator. Vehicle operators must notify their supervisors when they have received any type of citation relating to vehicle operation (on-the-job and off-the-job).

6. Vehicle Use Reports

- a. Government Code, Section 2203.01, requires that each operator of a state-owned motor vehicle make a daily report of use on the monthly vehicle use report (Attachment D).
- b. The report will show the purpose for which the vehicle was used, miles traveled, amount and type of fuel added, oil added, passengers carried, number of trips made, and other information as may be required to provide a record of vehicle use and maintenance performed. All vehicle maintenance will be recorded on Attachment D, reflecting the appropriate feature and sub-feature codes, cost breakdown, and other required information. Refer to Attachment E for compliance tips.
- c. If more than one operator uses the vehicle during the day, the name of each operator must be entered into the report. If more than one page is required per month, a continuation page will be used or the operator information may be provided, as approved by the TTU vehicle fleet manager.
- d. After the close of the reporting period, the custodian or coordinator of the vehicle will check the report for accuracy and sign in the designated space. The completed report then will be

sent to the TTU vehicle fleet manager (Physical Plant, MS 3142) no later than the fifth day of the following month.

- e. The logbook for preparing the *Vehicle Use Report* is available from the TTU Central Warehouse.

7. **Collision Reporting**

The following procedures should be followed whenever a university vehicle is involved in a collision, regardless of the extent of damage:

- a. Stop immediately and notify the proper law enforcement agency so that an official report will document the collision;
- b. Take necessary steps to prevent another collision;
- c. Call 911 if necessary for medical assistance. Render aid to the injured until help arrives;
- d. Get names and addresses of all witnesses;
- e. Provide all requested information to the law enforcement officers; and
- f. Notify the department head or supervisor. If you are unable to contact them, call the Texas Tech University Police Department (806-742-3931).

All collisions involving a university vehicle must be documented according to the procedures established in OP 80.08, Collisions Involving University Vehicles.

8. **Travel outside the Continental United States**

Anyone planning to travel outside the United States in a university vehicle must follow the procedures established in OP 80.03, Out-of-Country Use of University Vehicles.

9. **Vehicle Security**

- a. The security of university vehicles and their contents is the responsibility of the operator. When vehicles are left unattended for any reason, remove the keys from the ignition, set the hand brake, and lock the vehicle.
- b. Vehicles that become disabled on the road will be secured with all possible precautions taken to prevent theft or vandalism. In the event that a vehicle cannot be secured in its present location, the driver will have the vehicle towed to a facility where it can be secured until assistance arrives. The operator is **RESPONSIBLE FOR VEHICLE SECURITY**. Vehicles will not be left along highways or in any area where vandalism would be easily accomplished.

10. **Motor Vehicle Procurement**

- a. All motor vehicles, including utility vehicles, purchased (either new or previously owned) or leased are subject to the procedures set forth in OP 72.15, Purchasing/Leasing Motor Vehicles.

- b. All motor vehicles donated to the university are subject to the procedures established in OP 02.03, Acceptance of Gifts and Grants from Private Philanthropic Sources, and OP 72.15, Purchasing/Leasing Motor Vehicles.
- c. All motor vehicles purchased from surplus, federal, or state agencies are subject to the procedures established in OP 72.15, Purchasing/Leasing Motor Vehicles.

11. **Rental of Motor Vehicles**

The vehicle rental fleet maintained by Physical Plant must be utilized first over outside rental agencies.

12. **Transfers and Deletions**

Vehicles may be transferred from one agency to another or from one department to another within the university system with the approval of the TTU vehicle fleet manager. Transfer vehicles must be in sound mechanical condition and not increase the receiving agency or departmental vehicle inventory unless documented approval is obtained from the state Office of Vehicle Fleet Management. Refer to OP 72.15, Purchasing/Leasing Motor Vehicles covering additions to the fleet.

Additionally, any university vehicle to be transferred or deleted from inventory must comply with the procedures established in OP 63.08, Property Management, and OP 80.04, Disposal of Motor Vehicles. The transferring/deleting department will provide a fully executed copy of the applicable paperwork to the TTU vehicle fleet manager and the Texas Tech University System Office of Risk Management.

13. **Fleet Size**

Texas Tech University will not increase the size of the vehicle fleet except in cases of legislatively mandated program changes, federal program initiatives, or documented need resulting from program growth or changes. When additional vehicles are necessary, the vehicle custodian will provide a memo stating the need for the increase that has been approved by the appropriate vice president or provost to the vehicle fleet manager.

Replacement vehicles may be purchased on a one-for-one basis as long as the funding source is the same as the vehicle to be replaced. No approval is needed from the state Office of Vehicle Fleet Management as long as the size of the vehicle fleet is not increased.

Donated vehicles may not be replaced without approval of the state Office of Vehicle Fleet Management.

The TTU vehicle fleet manager must provide the state Office of Vehicle Fleet Management with written notification of all vehicle replacements. The notifications will include the following information for **both** the new vehicle and the vehicle being replaced: vehicle identification number, license plate number, year, make, and model.

14. Titles and Registration

All original vehicle titles and registration receipts will be acquired and maintained by vehicle fleet management.

15. Preventive Maintenance

All university vehicles will be maintained on a routine basis using the following preventive maintenance schedule:

- 12 months/3,000 miles for gasoline engines
- 12 months/6,000 miles for diesel engines

All university vehicles must have a current state safety inspection certification and tax decal (alternative fuel, if applicable).

No university vehicle will be in service unless it is in good operating condition.

Vehicles will be cleaned routinely to present a favorable image to the general public.

The TTU vehicle fleet manager will initiate and establish a formal university preventive maintenance program and provide notice to vehicle custodians when preventive maintenance is due. Failure to comply with preventive maintenance notices could result in loss of warranty coverage and/or loss of the privilege to maintain the vehicle on the department's inventory.

Vehicle and parts warranty information will be tracked through Texas Fleet System database to achieve maximum savings on maintenance and repairs. A good warranty tracking system can prevent the department from paying for repairs or parts that are still covered under the manufacturer's warranty.

16. Operator Maintenance Checks

- a. Vehicle operators are responsible for inspection of the unit BEFORE AND AFTER operation. All defects discovered during inspections or during actual operation should be noted and reported at the completion of the day. Any deficiency that would cause further damage to the vehicle, render it unsafe, or present a hazard should be reported immediately.
- b. As a minimum, the following checks should be accomplished on a weekly basis: tire condition and pressure; leaks (any kind); engine oil level; all belts; all hoses; radiator coolant level; battery fluid level; hydraulic oil level; transmission oil level; lights/signals; fuel; windshield washer fluid level; valid state inspection certification; front and rear license plates; and the complete university inscription on both sides of the vehicle.

With engine started, but before moving the vehicle, check all gauges, brakes, and windshield wipers and test the horn.

- c. Failure to perform operational checks may result in breakdowns or damage to the vehicle. Hours of lost vehicle time could be reduced if each driver operates university vehicles in a professional and cautious manner.

17. Vehicle Replacement Criteria

- a. The following guidelines provide minimum replacement goals for the routine replacement of vehicles within the university fleet. Attainment of these goals should help minimize fleet capital and operating costs.

Vehicle Type	Purpose	Replacement Goals	
		Age	Mileage
Sedans and wagons	Staff or client transport	6 years	100,000 miles
Light trucks and SUVs (8600 GVWR or below)	Basic transport, light hauling	6 years	100,000 miles
Passenger vans	Staff or client transport	6 years	100,000 miles
Cargo vans	Cargo hauling	8 years	100,000 miles

- b. In general, most university vehicles should be replaced when they reach 6 years (72 months) of service or 100,000 miles, whichever comes first. However, there may be circumstances in which vehicles may be replaced sooner (such as excessive maintenance or repair costs) or retained longer (such as unusually low maintenance costs).
- c. Specialized equipment may not fall under any of the categories above and may need to be considered for replacement according to other criteria, such as hours in service.
- d. Additional criteria will include the department’s compliance with the vehicle preventive maintenance program, vehicle appearance, and timely submission of required monthly reports.
- e. Departments should start programming and establishing funding to replace vehicles as established above.
- f. Replacement vehicles will be acquired only on a one-for-one basis. Additions to the fleet size will be made for legislatively mandated program changes, federal program initiatives, or documented need resulting from program growth or changes.
- g. The university policy is to ensure that each vehicle is maintained and operated in a safe and economical condition. After reviewing a vehicle’s maintenance records, the TTU vehicle fleet manager may determine that a vehicle is no longer in a safe operating condition or it is cost prohibitive to repair. The vehicle custodian will be notified that the vehicle should be removed from the fleet and/or replaced.

18. Departmental Vehicle Coordinators

All vehicle custodians (department heads/directors/deans/chairpersons) are responsible for establishing a vehicle coordinator in their areas of responsibility. The vehicle coordinator will be the main departmental contact for the TTU vehicle fleet manager. The *Departmental Vehicle Coordinator Designation Form* (Attachment G) should be completed and forwarded to the TTU vehicle fleet manager any time a change of coordinator or vehicles occurs.

19. Training

Vehicle fleet management will provide reporting compliance training periodically to all applicable areas. In addition, individual departments may request training on an as-needed basis.

All vehicle operators of 15-passenger vans and extended cargo vans are required to successfully complete an annual two-hour training program. Training should be coordinated with the Quality Service & Professional Development Department.

20. Fleet Fueling Policy

a. Use of Regular Unleaded Gasoline

Unless specifically prohibited by manufacturer warranty or recommendations, all university vehicles operating on gasoline shall use regular unleaded gasoline. Higher-octane blends (marketed as premium, super-unleaded, etc.) reportedly offer no proven benefit and are prohibited for use in university vehicles, except as noted.

b. Use of Alternative Fuels

Vehicles capable of using alternative fuels will use them when possible.

c. Refueling at Self-service Islands Only

University vehicles will use self-service islands only when refueling at retail fueling stations.

d. Fueling Credit Cards

All fuel purchases for state vehicles must be made with the appropriate fueling credit card unless the fuel is purchased from the fueling facility located on campus at the Physical Plant (northwest corner of Flint/Main).

In addition to routine fueling needs, the card can also be used for minor or routine vehicle maintenance including oil changes, windshield repair, and tire servicing. The card also carries access to roadside assistance through North American Fleet Services.

Fueling credit cards are distributed by the TTU Office of Purchasing and Contracting.

21. Fleet Consolidation

a. Assignment of a vehicle to an individual administrative or executive employee on a regular daily basis is prohibited without written documentation that the assignment is critical to the mission of the university.

All vehicles assigned to an individual administrative or executive employee must be authorized by the university president. To gain authorization, vehicle custodians should prepare an authorization request to the TTU vehicle fleet manager providing the following documentation:

- (1) Vehicle identification number, license plate number, year, make, and model;

- (2) Name and position of the individual to whom the vehicle is assigned; and
 - (3) Reason the assignment is critical to the mission of the university.
- b. Assignment of a vehicle to a field employee. Field employees are those employees whose regular duties require work in various locations and who regularly require a vehicle for ongoing daily duties.
 - c. All other university vehicles will be pooled by department. Pool vehicles must be available for checkout as needed and must be used over other options, including rental vehicles and employee reimbursement for use of personal vehicles.

Consistently underused pool vehicles must be rotated to increase utilization or be sold as surplus.

22. Utility Vehicles

- a. For the purpose of this policy, all vehicles classified as “off the road” will be referred to as “utility vehicles.” Examples of utility vehicles include, but are not limited to, courtesy service club cars, maintenance club cars, golf carts, gators, and mules. These vehicles are also classified as departmental equipment. Department heads/directors/deans/chairpersons are solely responsible for following and enforcing the required procedures outlined in this OP.
- b. All acquisitions for utility vehicles will be coordinated through the TTU Vehicle Fleet Management Office to ensure minimum safety requirements.
- c. Only university-owned courtesy service and utility vehicles with the required safety equipment as described in Attachment F of this OP are authorized for on-campus use. On-campus use of privately owned utility vehicles must gain approval through the Grounds Use Committee (TTU OP 61.02).
- d. All university-owned utility vehicles used on campus will be numbered by the Vehicle Fleet Management Office. Additionally, all utility vehicles must have “Texas Tech University” painted in black letters on both sides. Utility vehicles will be scheduled into the Physical Plant garage for numbering application and lettering.
- e. All utility vehicles must have insurance coverage through the Department of Contracting.
- f. On-campus Use

(1) Operational Boundaries

- (a) Utility vehicles will not be used on sidewalks or grass.

EXCEPTION: Maintenance-related and courtesy service utility vehicles pursuing official university business (assigned job functions only). Grounds Maintenance will be notified of the need to use vehicles on walks or grounds, make the final determination of need, and give or deny permission based on its determination.

- (b) Utility vehicles will not be operated on any municipal streets, roads, or highways.

(c) Approved operational boundaries for the TTU campus are 4th Street on the north, University Avenue on the east, and 19th Street on the south.

(2) Parking

Utility vehicles must be parked only in designated service parking areas.

g. Operator Authorizations and Conduct

- (1) All operators of utility vehicles must comply with section 4, Driver Qualifications, of this OP.
- (2) All operators must be approved to operate a motor vehicle through the TTUS Office of Risk Management.
- (3) All operators must observe all traffic rules/regulations and university policies.
- (4) All operators of utility vehicles will drive carefully, safely, and courteously.
- (5) Operators of courtesy service utility vehicles must also successfully complete the operator safety course instructed by the TTUS Office of Risk Management.

23. Responsibilities

a. The TTU vehicle fleet manager is responsible for:

- (1) Maintaining compliance with state mandates governing vehicle fleet management;
- (2) Monthly collection and data entry of vehicle use report information and vehicle-specific information into the vehicle fleet database;
- (3) Submitting vehicle use report data and information to the Texas Building and Procurement Commission as established;
- (4) Planning, directing, managing, coordinating, and supervising programs for the acquisition, assignment, utilization, maintenance and repair, replacement, and disposal of the vehicle fleet;
- (5) Serving as primary contact for the state Office of Vehicle Fleet Management;
- (6) Developing and implementing university-level policies and procedures related to vehicle fleet management;
- (7) Observing and enforcing at the university level the statewide vehicle fleet management policies and procedures;
- (8) Coordinating purchase waivers from the state Office of Vehicle Fleet Management;
- (9) Reviewing and approving all vehicle purchases, transfers, and deletions;
- (10) Processing appropriate paperwork to acquire vehicle titles and license plates; and

- (11) Maintaining all vehicle titles on permanent file.
- b. The vehicle custodian is responsible for:
- (1) Being a good steward of university vehicles and managing them accordingly;
 - (2) Appointing a departmental vehicle coordinator and providing vehicle fleet management with the name and contact information;
 - (3) Routine inspection of vehicles to ensure sound operational condition and that the required vehicle insignia is complete and visible on both sides of the university vehicle;
 - (4) Ensuring all vehicle damage and repairs are corrected as established;
 - (5) Programming and establishing funding to replace vehicles when required;
 - (6) Ensuring departmental compliance with the required university preventive maintenance program;
 - (7) Ensuring university vehicles are used for their intended purpose;
 - (8) Coordinating all vehicle requisitions through vehicle fleet management;
 - (9) Coordinating all vehicle transfers and deletions through vehicle fleet management;
 - (10) Rotating and/or eliminating vehicles with low utilization;
 - (11) Complying with annual driver license record checks on all university-approved drivers;
 - (12) Being knowledgeable with all vehicle fleet management policies and procedures; and
 - (13) Ensuring compliance with the established vehicle fleet management program.

Noncompliance may result in the loss of university vehicle privileges.

- c. The vehicle coordinator is responsible for:
- (1) Accumulating and ensuring mileage information on vehicle use reports is maintained accurately;
 - (2) Accumulating and ensuring fuel information on the vehicle use reports is maintained accurately;
 - (3) Accumulating and ensuring maintenance information on the vehicle use reports is maintained accurately;
 - (4) Accumulating and providing any other information required by the TTU vehicle fleet manager;
 - (5) Ensuring the state of Texas *Vehicle Use Reports* are maintained accurately;

- (6) Retaining accurate files on university vehicles for reference should the need arise;
 - (7) Submitting the original vehicle use report, reporting the previous month's vehicle activities, to the fleet management office no later than the fifth of each month;
 - (8) Keeping vehicle fleet management advised of any transfers or deletions to the vehicle fleet by providing a copy of the official form submitted to property inventory;
 - (9) Coordinating all vehicle requisitions through the Vehicle Fleet Management Office and purchasing;
 - (10) Advising vehicle fleet management of all vehicle accident/incidents that occur and providing a copy of the vehicle accident package and police report; and
 - (11) Being familiar with and communicating established vehicle fleet management policies and procedures to applicable parties within his or her department.
- d. The vehicle operator is responsible for:
- (1) Completing vehicle use reports on a daily basis in an accurate manner;
 - (2) Identifying any mechanical problems associated with the vehicle he/she is operating and scheduling repair;
 - (3) Reporting accidents immediately to his or her supervisor and assisting with the completion of the vehicle accident paperwork;
 - (4) Following all state laws associated with vehicle operation;
 - (5) Operating only those vehicles he/she is authorized to use;
 - (6) Maintaining a valid driver license;
 - (7) Using university vehicles for official university business only;
 - (8) Keeping the vehicle secured when not in operation;
 - (9) Ensuring the state inspection certificate is current;
 - (10) Daily and weekly vehicle maintenance checks to ensure the vehicle is in good operating condition;
 - (11) Complying with the university vehicle fleet management program; and
 - (12) Operating the vehicle in a safe manner.

Attachment A: Driver Approval Request

Attachment B: Driver Rating Evaluation Form

Attachment C: Delete Approved Driver Form

Attachment D: Monthly Use Report

Attachment E: Tips for Reporting Compliance

Attachment F: Requirements for Utility Vehicles

Attachment G: Departmental Vehicle Coordinator Designation Form

Attachment H: 15-Passenger Van Inspection Checklist