

21.01.08.D0.01 Vehicle Fleet Management & Vehicle Use Policy



Approved: July 28, 2022
Revised
Next Scheduled Review: July 28, 2027

Procedure Summary

Texas Law requires the establishment of a vehicle-reporting system for managing state-owned on-road motor vehicle fleets. This entails the collection and reporting of data elements such as fuel and maintenance cost specified in the State of Texas Vehicle Fleet Plan. The Vice President for Finance and Administration (VPFA) is the senior executive responsible for the university fleet management & vehicle use program. Responsibility for filing the required reports with the Office of Vehicle Fleet Management within the Texas Building and Procurement Commission has been designated to the Office of Facilities, Safety, & Support Services. Reports will be filed using the Texas Fleet Management System ([TxFS](#)).

Definitions

Motor Vehicle: A motor vehicle, other than a motorcycle, that is designed or used primarily for the transportation of persons or property.

Operator: The person who is in actual physical control of a motor vehicle.

Owner: The person or agency that has legal title to a motor vehicle; or the right to possess or control the vehicle (university department).

Rule

1. STATE MILEAGE LOGS

- 1.1 Departments with Texas A&M University-Central Texas (A&M-Central Texas) that own motor vehicles are responsible for maintaining vehicle mileage, fuel, and maintenance logs.
- 1.2 All operators of state-owned vehicles are required to log each vehicle trip. The required information shall be on forms prescribed by the Office of Facilities, Safety, & Support Services. All requested information must be completed.
- 1.3 Reports are to be filed by the 5th calendar day of each month with the Office of Facilities, Safety, & Support Services. Each department is responsible for retaining the original logs in accordance with the State's record retention policy.

2. FUEL PROVISIONS

- 2.1 Fuel purchased for A&M-Central Texas departmentally owned motor vehicles must be purchased using a state fuel card issued by the Office of Facilities, Safety, & Support Services in coordination with the Office of Business Affairs.
- 2.2 [The Texas State Vehicle Fleet Management Plan](#) recommends that, whenever possible, agencies are required to use and implement a fuel card program. In an effort to meet state reporting requirement the Office of Facilities, Safety, & Support Services and the Office of Business Affairs have been designated as responsible for administering the program. All fuel cards will be issued by the Office of Facilities, Safety, & Support Services. Bills will be paid by the Office of Business Affairs, which will in turn bill the fuel to each department account.

3. MAINTENANCE

- 3.1 Departments owning vehicles are responsible for all maintenance costs.
- 3.2 Departments are responsible for maintaining annual safety inspections and vehicle registrations, this includes trailers.
- 3.3 Vehicle operators shall conduct routine maintenance inspections. This shall consist of checking the vehicle at a minimum for any exterior damage, proper tire inflation, and that engine fluids are at proper levels. Any discrepancies should be corrected or noted on the vehicle log and reported to the proper personnel for corrective action.
- 3.4 Departments owning vehicles are responsible for ensuring all vehicles have the proper preventive maintenance performed regularly and to ensure any other required repairs are completed.
- 3.5 Departments owning vehicles are responsible for ensuring their vehicle's cleanliness is maintained inside and out. The use of any tobacco products in state vehicles is prohibited.

4. ANNUAL SUPPORT FEE

- 4.1 State agencies and institutions of higher education shall be assessed a prorated annual system support fee based on fleet size. This is done through an electronic Interagency Contract (IAC). Participating entities will be assessed \$9.25 per vehicle annually for entities owning five (5) or more vehicles, and entities owning less than five (5) vehicles will be assessed a \$25.00 flat fee to pay for the development, system enhancement and maintenance cost of the Texas Fleet System. The fee will be assessed on both active and inactive vehicles. Agency fleet managers are requested to forward the IACs to their appropriate accounting office and to reply to the email to confirm receipt. Changes to fleet manager assignments shall be reported to the Office of Vehicle Fleet Management (OVFM). Questions regarding the annual support fee should be addressed to OVFM.

5. INSURANCE

- 5.1 All university vehicles are covered under the A&M System Automobile Insurance Program per A&M System Regulation [24.01 Risk Management](#).
- 5.2 A standard provision insurance letter will be maintained in all university owned vehicle [Standard Provision Letter](#).
- 5.3 Motor Vehicle Accident Report forms will be maintained in all university owned vehicle. The form shall be completed for all accidents. The information recorded in the form will be transferred to the [Origami Risk Portal](#) as a New Incident.

6. SECURITY & RESPONSIBILITIES

- 6.1 Department supervisors are responsible for ensuring all drivers of assigned vehicles have in their possession a valid state driver's license appropriate for the class of vehicle they are driving.
- 6.2 Operators are responsible for vehicles and their contents while in their possession.
- 6.3 If a vehicle must be left unattended for any reason, the keys shall be removed from the ignition, any valuables must be placed into the trunk of the vehicle, or if no trunk is available, covered to the extent possible and the vehicle must be locked.
- 6.4 If a vehicle becomes disabled while on the road, it shall be secured in order to prevent theft or vandalism. If the vehicle cannot be secured, the operator shall contact their department supervisor to make arrangement for property security of the vehicle.
- 6.5 Employee safety is the primary concern and vehicle security shall never compromise employee safety.

7. ACCIDENT REPORTING

- 7.1 Immediately report accidents to the University Police Department and the Office of Facilities, Safety, & Support Services.
- 7.2 Contact Emergency Medical Services (911) if necessary and render aid until they arrive.
- 7.3 Obtain all information regarding the accident (names of witness, other parties involved, accident report case #, etc.) using the Motor Vehicle Accident Report form and submit the information to the department head. The information recorded in the form will be transferred to the Origami Risk Portal as a New Incident.
- 7.4 Department heads are responsible for obtaining a copy of the police accident report and submitting all appropriate paperwork to the University Police Department and the Office of Facilities, Safety, & Support Services and as an attachment to the incident report in the Origami Risk Portal.

- 7.5 If the vehicle is not drivable, the employee's immediate supervisor should be contacted for towing instructions and ensure all property (university and personal) is removed from the vehicle.
- 7.6 Any injuries, major or minor, shall be reported to the immediate supervisor and reported through the Texas A&M University System, Office of Risk Management [Origami Risk Portal](#) as a new incident.

8. ACQUISITION AND REPLACEMENT GUIDELINES

- 8.1 The university will acquire fleet vehicles, authorized through the budget process, in the most cost-effective manner available that meets agency needs.
- 8.2 Passenger vehicle should be evaluated for replacement when they reach nine years of service and accrue 100,000 miles. Cargo vehicle should be evaluated for replacement when they reach ten years of service and accrue 100,000 miles.
- 8.3 Fleet managers may make exceptions for vehicles with excessive maintenance or repair costs.
- 8.4 Vehicles will be disposed of in accordance with state and A&M System surplus property procedures.

9. STATE VEHICLE USE

- 9.1 No A&M-Central Texas employee shall use any vehicle owned by the university for any purpose other than official business of A&M-Central Texas. Employees may not use such vehicles in connection with any political campaign or for any personal or recreational activity including transportation to and from work on a daily basis; however, a vehicle may be driven to an employee's home and retained overnight on specific occasions when doing so allows the employee to effect significant time or cost savings or meet a specific out-of-town appointment to conduct System business.
- 9.2 Drivers must be at least 18 years old, possess and maintain a valid driver's license, be an A&M-Central Texas employee eligible for worker's compensation, and be approved by their department head or designee to drive a university vehicle.
- 9.3 Student employees are only authorized to drive University vehicles if it is part of their job duties and must be in the course and scope of their employment. Student employees are not allowed to transport other students on trips away from the A&M-Central Texas campus.
- 9.4 Authorized passengers include: A&M-Central Texas staff, faculty, students, Texas A&M University System Officers, and other officials approved by the A&M-Central Texas President or designee.
- 9.5 No student shall be allowed to drive an A&M-Central Texas vehicle, except in an emergency situation where the employee driver is incapacitated, due to injury or illness, preventing him/her from safely continuing to operate the vehicle. In the

event a student operates an A&M-Central Texas vehicle in an emergency, the student must possess a valid driver's license.

9.6 When operating an A&M-Central Texas vehicle all employees shall

- 9.6.1 Obey all traffic laws;
- 9.6.2 Drive carefully, safely, and courteously;
- 9.6.3 Ensure all passengers are properly seated and seatbelts are fastened at all times. The number of occupants in the vehicle must not exceed the number of seat belts;
- 9.6.4 Do not use the vehicle for personal transportation or other non-official business;
- 9.6.5 Do not drive under the influence of alcohol or illegal drugs;
- 9.6.6 Do not drive under the influence of legal drugs if those drugs could diminish driving abilities or judgment;
- 9.6.7 Do not transport or possess alcohol, illegal drugs, unauthorized firearms or other types of weapons, with the exception of University Police for firearms;
- 9.6.8 Do not exceed the vehicles manufacture's recommended capacity;
- 9.6.9 Do not smoke in the vehicle;
- 9.6.10 Do not exceed posted speed limits or use radar detectors;
- 9.6.11 Do not drive while using a cellular telephone (exception, hands free device);
- 9.6.12 Do not allow passenger behavior that may distract the driver;
- 9.6.13 Do not carry personal pets; and
- 9.6.14 Do not pick up hitchhikers.

9.7 Safety Requirements

- 9.7.1 Be well rested before starting the trip;
- 9.7.2 Do not drive more than eight consecutive hours in any twenty-four hour period;
- 9.7.3 Be prepared to stop the trip when fatigue or travel conditions warrant;
- 9.7.4 Always notify a designated contact person upon departure and arrival;
- 9.7.5 Avoid driving in hazardous conditions such as fog, heavy rain, snow or ice;
- 9.7.6 Plan routes in advance;
- 9.7.7 Divide the trip into segments, stopping at least every two hours to rest or rotate drivers if possible;
- 9.7.8 Carry a cell phone. When traveling with multiple vehicles, carry a cell phone or another two-way communication device in each vehicle. Do not drive while using a cellular telephone;
- 9.7.9 Avoid driving between midnight and 6 am;
- 9.7.10 When possible, a passenger or second driver should ride in the front passenger seat and remain awake at all times to help the driver maintain alertness;
- 9.7.11 Carry a flashlight. A fire extinguisher is located in the trunk or near the front seat; and
- 9.7.12 Avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking the medication.

Related Statutes, Policies, or Requirements

System regulation [*21.01.08 Vehicle Fleet Management*](#)

The Texas A&M University System [*Record Retention Policy*](#)

Tex. Govt. Code [*Section 2171*](#)

Tex. Govt. Code [*Section 2158*](#)

Texas [*Office of Vehicle Fleet Management*](#)

[Texas State Vehicle Fleet Management Plan](#)

Fleet vehicle purchase requirements when using state funds [Miscellaneous Expenditures-Transportation](#)

Contact Office

Facilities, Safety, & Support Services
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