Procedure Statement

Motor vehicles that are owned or leased (not rented) by Texas A&M University-San Antonio are State vehicles. These vehicles must be operated in accordance with the established rules and regulations of the State of Texas and the Texas A&M System.

Official Procedures and Responsibilities

1. Responsibilities of the Office of the Director of Facilities and Physical Plant
   1.1 The Director of Facilities and Physical Plant will ensure documentation is maintained for all University-owned/leased vehicles.
   1.2 The Director of Facilities and Physical Plant will assign vehicles to the appropriate Division Head.

2. Primary Responsibilities of Division Heads Assigned TAMU-SA Owned/Leased Vehicles
   2.1 Ensure all drivers of assigned vehicles have in their possession, a valid Texas driver’s license appropriate for the class of vehicle they are driving.
   2.2 Ensure all assigned vehicles are maintained and inspected based on schedule provided by the Director of Facilities and Physical plant.
   2.3 Ensure vehicles are secured when not in use or unattended.
   2.4 Immediately report accidents to the Director of Facilities and Physical Plant and the Director for Safety, Risk, and Emergency Management.
   2.5 Maintain a State of Texas Vehicle Use Reports in the vehicle at all times.
   2.6 Obtain State of Texas Vehicle Use Reports from the Texas A&M-San Antonio Fleet Office as needed.

3. Primary Responsibilities of the Director of Safety, Risk and Emergency Management
   3.1 Conduct a root cause investigation for any motor vehicle accidents involving a University-owned/leased vehicle.
   3.2 Process all paperwork associated with any accidents involving a University-owned/leased vehicle.
4. Security of TAMU-SA Owned/Leased Vehicles
   4.1 Operators are responsible for the vehicles, and their contents, while in their
       possession.
   4.2 If a vehicle must be left unattended for any reason, the keys should 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.
   4.3 If a vehicle becomes disabled while on the road, it should be secured in order
       to prevent theft or vandalism. If the vehicle cannot be secured, the operator
       should contact their department supervisor to make arrangements for proper
       security of the vehicle.
   4.4 Employee safety is the primary concern and vehicle security should never
       compromise that safety.

5. Accident Reporting
   5.1 Immediately notify the proper law enforcement agency in order to ensure an
       official accident report is documented.
   5.2 Contact Emergency Medical Services (911) if they are necessary, and render
       aid until they arrive.
   5.3 Obtain all information regarding the accident (names of witnesses, other
       parties involved, accident report case #, etc.) and return information to
       department supervisor.
   5.4 Division Heads are responsible for obtaining a copy of the police accident
       report and submitting all appropriate paperwork to the TAMU-SA Police
       Department and the Director of Safety, Risk and Emergency Management.
   5.5 If the vehicle is not drivable, the employee's immediate supervisor should be
       contacted for towing instructions and ensure all property is removed from the
       vehicle (gas cards, extra keys, etc.)
   5.6 Any injuries, major or minor, should be reported to the immediate supervisor
       and a First Report of Injury should be filed.

6. Maintenance
   6.1 The vehicle operators should conduct routine maintenance inspections. This
       should consist of checking the vehicle, at a minimum, for any exterior damage,
       proper tire inflation, and that engine fluids are at proper operating levels. Any
       discrepancies should be corrected or reported to the proper personnel for
       corrective action.
   6.2 It is the owning Division’s responsibility to ensure that their vehicles have the
       proper preventive maintenance performed regularly and to ensure any other
       required repairs are done.
   6.3 It is the responsibility of the owning Division Head to ensure all current
       warranties for vehicles assigned to their division are maintained. All warranty
       information will be reported to the Fleet Manager for tracking, as required by the
       State Vehicle Management Plan.
6.4 It is also the vehicle operator’s and/or responsible Division Head’s duty to ensure that the vehicle’s cleanliness is maintained inside and out.
6.5 If a State-owned vehicle has a registration that requires yearly renewal, it is the owning department’s responsibility to ensure that it is current.

7. Vehicle Inscriptions

7.1 Decals with the inscription “Texas A&M University-San Antonio” will be placed on all cars and trucks owned by the University.
7.2 Prior to placing any decals on a vehicle, the Division Head assigned the vehicle will coordinate any decals with the AVP for University Communications.

Related Forms

State of Texas Vehicle Use Report

All operators of state-owned vehicles are required to log each trip in the State of Texas Vehicle Use Report (Government Code, Section 2203.01). Vehicle operators are responsible for submitting the report to the Fleet Manager every month in a timely manner.

Related Regulations

This Procedure supplements System Regulation 21.01.08 Vehicle Fleet Management

Contact Office (Facilities)

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