

Texas A&M University-San Antonio

21.01.08.00.01 Fleet Management

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Procedure Statement

Motor vehicles owned or leased (not rented) by Texas A&M University-San Antonio (A&M-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 University System (System).

Official Procedure

1. UNIVERSITY POLICE DEPARTMENT FLEET MANAGEMENT RESPONSIBILITIES

- 1.1 The University Police Department Fleet Manager will ensure documentation is maintained for all University-owned/leased vehicles.
- 1.2 The University Police Department Fleet Manager will assign vehicles to the appropriate Division Head.

2. DIVISION HEADS ASSIGNED A&M-SAN ANTONIO OWNED/LEASED VEHICLES RESPONSIBILITIES

- 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 University Police Department Fleet Management.
- 2.3 Ensure vehicles are secured when not in use or unattended.
- 2.4 Immediately report accidents to the University Police Department Fleet Management and the Director for Safety, Risk, and Emergency Management.
- 2.5 Maintain a State of Texas Vehicle Use Report 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. RISK & SAFETY SUPPORT SPECIALIST/UPD RESPONSIBILITIES

- 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 A&M-SAN ANTONIO OWNED/LEASED VEHICLES

- 4.1 Operators are responsible for 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 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 the information to the department supervisor.
- 5.4 Division heads are responsible for obtaining a copy of the police accident report and submitting all appropriate paperwork to the A&M-San Antonio University Police Department and the Office 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 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.

- [Fleet Operations Guide](#)

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 Inscription required on State Owned Vehicles.

Sec. 721.002. INSCRIPTION REQUIRED ON STATE-OWNED MOTOR

VEHICLES. (a) The official having control of a state-owned motor vehicle shall have printed on each side of the vehicle the word "Texas," followed by the title of the state agency having custody of the vehicle.

(b) The inscription must be in a color sufficiently different from the body of the motor vehicle so that the lettering is plainly legible at a distance of not less than 100 feet.

(c) The title of the state agency must be in letters not less than two inches high

<http://statutes.laws.com/texas/transportation-code/title-7-vehicles-and-traffic/chapter-721-inscription-required-on-state-municipal-and-county-motor-vehicles/#sthash.i0iNhs1t.dpuf>

7.3 Prior to placing any decals on a vehicle, the division head assigned the vehicle will coordinate any decals with the Associate Vice President for University Communications.

8. STATE OF TEXAS VEHICLE USE REPORT

8.1 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 Statutes, Policies, or Requirements

System Regulation [21.01.08 Vehicle Fleet Management](#)

A&M–San Antonio Guideline [21.01.08.00-G1 Vehicle Fleet Operation Guide](#)

Contact Office

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