

**21.01.08.00-G1 Vehicle Fleet Operational Guide**

Approved: February 11, 2015

Next Scheduled Review: February, 2016

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**Guideline Statement**

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The purpose of this Guideline is to maintain and keep current a Fleet Operational Guide, which implements both the Texas State Vehicle Fleet Management Plan and Texas A&M University System's Comprehensive Compliance Plan. This Guideline shall be submitted to Office of Vehicle Fleet Management ([OVFM](#)) electronically or be made available online to affirm that appropriate procedures are maintained and kept current in order for the member to retain its vehicle purchasing authority.

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**Official Guideline**

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**1. DRIVER ELIGIBILITY**

- 1.1 To become an authorized driver, a vehicle operator must possess a valid Texas Vehicle Operator's License and be added to the approved drivers list maintained by the University Police Department. Before being placed on the approved drivers list, the University Police Department will verify an employee's driving record through the Texas Department of Public Safety. The University Police Department is also responsible for conducting a driving records check annually in September on all approved drivers and providing each vehicle custodian with a document confirming their drivers' status as authorized or unauthorized. The University Police Department will be responsible for keeping a list of approved drivers and maintain the list within the University Police Department. A copy of all correspondence and documentation will be forwarded to the vehicle fleet manager.

**2. TRAFFIC VIOLATIONS**

- 2.1 All traffic citations issued to the driver while operating a University vehicle must be reported to their supervisor. If an authorized driver is convicted of a traffic violation that results in the loss of their Texas Vehicle Operator's License, the driver must notify their supervisor that they have lost their license and are no longer eligible to drive a University vehicle. Failure to comply with this requirement may result in disciplinary action up to and including termination. Additionally, if the employee's position requires a valid license, failure to maintain a good driving record may result in disciplinary

action up to and including termination. Authorized drivers of a University owned vehicles will be evaluated on the most recent three-year history reflected on their motor vehicle record and points will be assigned by the institution according to the Texas A&M University-San Antonio Motor Vehicle Record Point System.

### 3. MVR POINTS SCHEDULE

- 3.1 For the purposes of this guideline, the definition of a DUI/DWI conviction means being convicted, receiving a probated sentence, or pleading no contest for driving a commercial or non-commercial vehicle under the influence of alcohol or drugs, or while intoxicated.
- 3.2 Type A Violations - Convictions for Type A violations count as four (4) points against an authorized driver's or applicant's record. Type A violations include:
  - 3.2.1 Criminal negligent homicide - 1st or 2nd degree
  - 3.2.2 Murder - with motor vehicle
  - 3.2.3 Driving while intoxicated
  - 3.2.4 Reckless driving
  - 3.2.5 Driving while under the influence of drugs
  - 3.2.6 Fleeing from police officer
  - 3.2.7 Drag Racing / Speeding Contest
  - 3.2.8 Felony use of CMV - controlled substance
  - 3.2.9 Aggravated Assault with motor vehicle
  - 3.2.10 Felony use of Commercial Motor Vehicle (CMV)
  - 3.2.11 Driving while license suspended
  - 3.2.12 Driving while license disqualified – CMV
- 3.3 Type B Violations - Convictions for Type B violations count as one (1) point against an authorized driver's or applicant's record. Type B violations are all moving traffic violations not listed above as a Type A violation. Type B violations do not include non-moving administrative offenses (examples: outdated inspection stickers, no proof of insurance, license plate missing).
- 3.4 At-Fault Accidents - Each at-fault accident counts as two (2) points. If a moving traffic violation conviction appears on a driving record along with an accident on the same date, this usually means that person was at-fault in the accident. Accidents shall be reviewed and the insurance company and each institution's business office, or other office designated by the CBO, shall make a determination if there is an at-fault question. Accident reports may be obtained from the Texas Department of Public Safety.
- 3.5 An acceptable rating to drive a University vehicle shall be a two (2) or above. An employee with a rating of three (3) must attend a driver's training refresher class before being returned to an approved status. Any employee with a rating of four (4) or five (5) shall not be eligible to operate a University vehicle. .

#### 4. RESPONSIBILITY OF DRIVERS

- 4.1 While operating a University vehicle, employees are engaged in an activity that represents the University to the general public. For many citizens this activity represents the only contact they will ever have with a University employee. Therefore, all authorized drivers are reminded how important it is to convey a positive, professional image. To help accomplish this important task in a responsible manner, drivers are expected to know and comply with all applicable State laws and University Rules, Procedures, and Guidelines. Failure to comply with the provisions of this section may result in the loss of authorized driver status and disciplinary action up to and including termination. Authorized drivers shall sign an Acknowledgment Fleet Operation form upon receiving authorization to drive University vehicles.
- 4.2 As required by State law, fleet vehicles may only be used to conduct official University business. Under no circumstances may a University owned/leased vehicle be used for personal convenience or to conduct private business unless approved in writing by their supervisor.

#### 5. ACCIDENT REPORTING

- 5.1 Accidents must be reported to the University Police Department within 24 hours of occurrence. The Office of Risk Management and the Fleet Manager must be notified of the accident within 48 hrs. The vehicle custodian is responsible for completing the appropriate report forms and forwarding them according to instructions issued by the University Police Department. Because these instructions are updated annually, the vehicle custodian is responsible for following instructions that are in effect at the time of the accident.
- 5.2 Annually, in the month of September, the vehicle custodian is responsible for making sure all vehicle operators receive training on the University's practices and procedures that relate to accidents, accident prevention, behavior at the scene of an accident, supervisory notification and required documentation.
- 5.3 When a University vehicle is damaged by a third party, the Fleet Manager will act as the University's liaison between the owning department, the third party and/or their insurance company. The Fleet Manager will be responsible for filing and securing any vehicle damage repair settlement (not to be confused with a personal injury claim or settlement), and making sure all repairs are completed in accordance with accepted industry standards and to the satisfaction of the owning department.

#### 6. PREVENTATIVE MAINTENANCE

- 6.1 All University vehicles will be maintained using a preventive maintenance schedule for that type vehicle. All University vehicles must display a current State Safety Inspection

sticker and any other decals required by law or the University. Under no circumstances will a University vehicle be placed in active service unless it is in good operating condition.

- 6.2 The University's Fleet Manager is responsible for overseeing a preventive maintenance program that provides written notice to vehicle custodians when preventive maintenance is due. Failure to comply with preventive maintenance notices could result in losing the privilege to maintain the vehicle on the department's inventory.

## 7. REPAIR

- 7.1 Drivers are responsible for inspecting their vehicle before and after operation. Any defect discovered during these inspections or while driving should be noted and reported to the vehicle coordinator at the end of the day. Any deficiency that would cause further damage to the vehicle, render it unsafe, or present a hazard should be reported immediately to the Fleet Manager. The vehicle should not be driven until necessary repairs are completed. The vehicle custodian is responsible for scheduling and delivering the vehicle to the appropriate shop for maintenance.

## 8. DAILY CHECKS

- 8.1 At a minimum, the following checks should be accomplished on a weekly basis tire condition and pressure,

- 8.1.1 leaks (any kind),
- 8.1.2 engine oil level,
- 8.1.3 all belts,
- 8.1.4 all hoses,
- 8.1.5 radiator coolant level,
- 8.1.6 battery fluid level,
- 8.1.7 hydraulic oil level,
- 8.1.8 transmission oil level,
- 8.1.9 lights/signals,
- 8.1.10 fuel- (Police vehicles will not be left at under half a tank at end of shift)
- 8.1.11 windshield washer fluid level,
- 8.1.12 valid state inspection certification,
- 8.1.13 license plates front and rear,
- 8.1.14 a complete inspection of University inscription on both sides of the vehicle and any other decals required by the University or owning department.

- 8.2 On a daily basis, with engine started, the driver should check: all gauges,

- 8.2.1 brakes before moving,
- 8.2.2 windshield wipers

8.2.3 horn

8.2.4 interior and exterior of the vehicle are clean. Vehicles should be washed as necessary to maintain a professional appearance.

## 9. WARRANTY TRACKING

9.1 The University's Fleet Manager will be responsible for tracking the warranty of vehicles using the state's OFVM. The Fleet Manager will contact the vehicle custodian when vehicle warranties have expired for department vehicles.

9.2 The University's Fleet Manager will be responsible for notifying the vehicle custodian of the upcoming vehicle inspection renewal at up one month prior to inspection renewal and at least two weeks before renewal date. Failure to renew vehicle inspection by the vehicle custodian will render the vehicle inactive for University use until such time the vehicle inspection has been completed and updated.

## 10. USE OF PERSONALLY OWNED VEHICLES

10.1 Vehicle coordinators are responsible for advising employees of the insurance ramifications of an accident occurring while using their personal vehicle for a business purpose. Any claim arising out of an automobile accident involving an employee's personal vehicle would be pursued through the employee's personal auto insurance. A&M-San Antonio would only be liable for any judgment or settlement amount beyond the employee's personal policy limits. A&M-San Antonio is not responsible for paying the employee's deductible.

10.2 Some insurance carriers may charge an additional premium when an owner indicates that a vehicle is being used for business purposes on a regular basis. Since all policies are different, all employees should be advised to review their personal insurance policy to ensure that the limit of coverage is adequate. Employees should also be made aware that when departments reimburse for mileage, insurance expenses are included in that calculation. Site coordinators should remind vehicle operators of this information on an annual basis.

## 11. MOTOR VEHICLE PROCUREMENT

11.1 The University currently allows individual departments to purchase new vehicles. All purchases must be approved through Fleet Management. Departments wishing to purchase a new vehicle will prepare and submit a written justification for each vehicle to the Vehicle Fleet Manager. The justifications and request must include the following.

11.1.1 The total number of licensed and off-road vehicles currently assigned for department use.

- 11.1.2 Type of vehicle required;
- 11.1.3 Estimated number of passengers to be transported daily;
- 11.1.4 Estimated pounds of cargo to be transported daily;
- 11.1.5 Estimated monthly mileage;
- 11.1.6 Source of funding; and,
- 11.1.7 If the new vehicle is a replacement for an existing vehicle, the department must identify that vehicle.
- 11.1.8 The Procurement department has responsibility for procuring all University owned and leased vehicles in accordance with applicable State and University procurement requirements. All vehicles must be delivered to the Vehicle Fleet Manager before the department takes possession.
- 11.1.9 An order of one set of keys by the department purchasing the vehicle to be maintained in the University Police Department for emergency vehicle access.

## 12. VEHICLE REPLACEMENT AND DISPOSAL

12.1 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. Most 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).

<b>VEHICLE TYPE</b>	<b>PURPOSE</b>	<b>AGE OR MILEAGE</b>
Sedan or Wagon	Staff or client transport	6 years or 90,000 miles
Light Trucks or SUV	Basic transport light hauling	6 years or 100,000 miles
Passenger Vans	Staff or client transport	6 years or 100,000 miles
Cargo Vans	Cargo hauling	8 years or 100,000 miles

12.2 Vehicle replacement criteria do not apply to the following:

- 12.2.1 law enforcement vehicles, including pursuit vehicles;
- 12.2.2 All law enforcement vehicles shall be replaced upon reaching 5 years or 65,000 miles.
- 12.2.3 emergency vehicles and vehicles used for safety purposes;
- 12.2.3.1 Law enforcement vehicles and vehicles purchased with non-appropriated funds will not be used to determine the Texas A&M University – San Antonio fleet size. Although law enforcement and pursuit vehicles are exempt for maintaining a fleet size, they are required to adhere to all data collection and agency reporting.
- 12.2.4 vehicles used for vehicle research purposes, such as crash tests; heavy equipment, including tractors, bulldozers and highway construction and maintenance equipment;

12.2.5 non-licensed utility purpose vehicles such as “ATVs,” “gators,” or golf-carts and forklifts; and wrecked vehicles.

12.3 All vehicle disposal requests must be approved through Fleet Management. Vehicles will be disposed using the University’s surplus supply process [21.01.10.O0.01 Surplus, Salvage, or Cannibalized Property](#).

### 13. VEHICLE ASSIGNMENT

13.1 A&M-San Antonio shall form motor pools consisting of all vehicles not assigned to field employees. Field employees are employees whose regular duties require work in locations other than A&M-San Antonio offices and who regularly require a vehicle for ongoing daily duties. Motor pools shall require use of pool vehicles over other options, including rental vehicles or employee reimbursement for use of personal vehicles, except in cases where the pool vehicles are unavailable, unreliable, or there is a more cost-effective alternative. A&M-San Antonio shall review, on a regular basis, the use of all field vehicles and implement opportunities for reduction/consolidation or establishment of motor pools or other sharing mechanisms for field employees.

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#### **Related Statutes, Policies, and Requirements**

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[21.01.08 Vehicle Fleet Management](#)

[21.01.10.O0.01 Surplus, Salvage, or Cannibalized Property](#)

[Texas Government Code, Chapter 2171](#)

[Texas State Vehicle Fleet Management Plan](#)

[Texas A&M University System Comprehensive Compliance Plan](#)

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#### **Forms**

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[Property Transfer Form](#)

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## **Definitions**

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**Fleet Manager** - A person, designated by the University of Texas at Austin, responsible for planning, directing, managing, coordinating and supervising programs for the acquisition, assignment, utilization, maintenance, repair, replacement and disposal of fleet vehicles. This person also serves as the primary contact with the State Office of Vehicle Fleet Management.

**Office of Vehicle Fleet Management - (OVFM)** The program of the Texas Procurement and Support Services Division (TPASS) charged with the establishment and management of the state vehicle reporting system to assist agencies in the management of their vehicle fleets. The requirement to manage the state vehicle reporting system, in addition to the Vehicle Fleet Management Plan, is found in Chapter 2171, Subchapter C of the Government Code for Vehicle Fleet Services.

**Vehicle Coordinator** - The individual appointed by the dean, department head or director to coordinate vehicle usage and provide a point of contact to the Vehicle Fleet Manager.

**Vehicle Custodian** - The person identified on property inventory records as property custodian for a particular department. A dean, chairperson, department head or director usually occupies this position.

**Vehicle Operator** - A person authorized by the University, in writing, to drive University vehicles while on official business.

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## **Contact Office**

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Finance and Administration, University Police Department Office of Fleet Management  
(210) 784-1900

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**RETAIN IN EMPLOYEE PERSONNEL FILE**

**THE TEXAS A&M UNIVERSITY SYSTEM**

**FLEET VEHICLE USE GUIDELINES**

**DRIVER'S CERTIFICATION**

**I have read all Vehicle Use Guidelines. My signature below signifies that I will abide by all State, System laws, rules and guidelines in the operation of a TAMU-SA motor vehicle.**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Today's Date**