

**PRAIRIE VIEW A&M UNIVERSITY  
ADMINISTRATIVE PROCEDURES**

**21.01.08.P0.01**      **Vehicle Fleet Management Plan**  
Approved (November 3, 2009)  
Next Scheduled Review (November 2010)

1.      **BACKGROUND AND PURPOSE**

- 1.1      The Prairie View A&M University Fleet Management Plan was developed to provide a basic understanding of the Transportation Department and the Services offered. Our Mission is to provide professional maintenance, fuel, and detail services to all University vehicles. We will operate under the framework of which our University was founded to promote teaching, research, and service. This plan implements the policies necessary to ensure vehicle safety, superior automotive service, and a reduction of overall operating expenses. We will continue striving to improve the overall use and efficiency of our Fleet.
  
- 1.2      The University's Vehicle Fleet Management plan is governed by System Regulation 21.01.08-Vehicle Fleet Management and Texas A&M University System Comprehensive Compliance Plan (CCP). The following are the University's procedures for complying with these regulations.

2.      **LEADERSHIP RESPONSIBILITIES**

- 2.1      The **Vice President for Business Affairs** is the senior executive responsible for the University's Fleet Management Program.
  
- 2.2      The **Assistant Vice President for Physical Plant** is responsible for authorizing the Fleet Manager's administrative recommendations and forwarding them to the Vice President for Business Affairs.
  
- 2.3      The University's **Vehicle Fleet Manager** is the component appointed individual responsible for developing the component Program and ensuring component compliance with the Regulation, Comprehensive Compliance Plan (CCP) and component Program. The Vehicle Fleet Manager is also the central point of contact with the System Fleet Manager. Duties include:
  - 2.3.1      Develop Prairie View A&M University Fleet Management Program
  - 2.3.2      Prepare an annual vehicle replacement plan to be presented to the appropriate administrator each year prior to the budgeting process. In cases where budget constraints are realized, the list should be prioritized for replacement relative to the needs of the department;
  - 2.3.3      Determine and/or approve of when maintenance or repairs should be performed;

- 2.3.4 Notify the Manager of all individually assigned vehicles;
- 2.3.5 Observe and maintain compliance with federal and state mandates governing vehicle management;
- 2.3.6 Collection of the Data Elements, Appendix A of the CCP;
- 2.3.7 Ensure the information entered into the fleet management data base is accurate and correct;
- 2.3.8 Prepare necessary paperwork for alternative fuel waivers and waiver renewals for review by the System Fleet Manager;
- 2.3.9 Prepare purchase waivers and requests for vehicle tracking numbers for review by the System Fleet Manager;
- 2.3.10 Process and/or lend assistance to the processing of paperwork to acquire vehicle titles and license plates;
- 2.3.11 Maintain a file for all vehicle titles and/or copies of vehicle titles;
- 2.3.12 Review of Motor Vehicle Accident Reports (System Form 9);
- 2.3.13 Provide training for vehicle coordinators as needed;
- 2.3.14 Update and distribute the component operational guide as necessary.

2.4 The **Senior Mechanic** is responsible for:

- 2.4.1 Supervising daily repair and maintenance operations on gasoline or diesel engine vehicles and equipment.
- 2.4.2 Performing highly skilled repair and maintenance operations.
- 2.4.3 Assisting technicians when necessary.
- 2.4.4 Maintaining a detailed new and used parts inventory
- 2.4.5 Planning and assigning tasks to be completed by the technician
- 2.4.6 Maintaining a safe and clean working environment
- 2.4.7 Enforcing shop safety at all times
- 2.4.8 Maintaining all personnel and operational reports and records
- 2.4.9 Setting up all appointments including repairs, PMs, car wash/detail, etc.
- 2.4.10 Notify departments of their PM schedule

2.5 The **Vehicle Coordinator** is 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. Duties include:

- 2.5.1 Provide central point of contact for the Vehicle Fleet Manager;
- 2.5.2 Provide information and assistance as required by the Vehicle Fleet Manager;
- 2.5.3 Advise the Vehicle Fleet Manager concerning low utilization of vehicles;
- 2.5.4 Route all requests, requisitions or changes concerning vehicles through the Vehicle Fleet Manager for review and approval;
- 2.5.5 Ensuring accident information is reported to Risk Management and Safety by phone call (979-458-6247), or fax (979-847-9336) within 24 hours;
- 2.5.6 Ensuring a Motor Vehicle Accident Report (System Form 9) is faxed to Risk Management and Safety and the site coordinator within 48 hours;
- 2.5.7 Ensure information entered into the State of Texas Vehicle Use Reports is accurate and correct;
- 2.5.8 Maintain completed State of Texas Vehicle Use Reports within the department for auditing purposes;

- 2.5.9 Ensure vehicles are used for business directly relating to the responsibility of the department or institution;
- 2.5.10 Ensure State safety inspections are current;
- 2.5.11 Inspection of vehicles to ensure vehicle body damage has been reported to the site coordinator and repair is performed in a timely manner;
- 2.5.12 Schedule and ensure departmental compliance with the required preventive maintenance program;
- 2.5.13 Provide necessary documentation to the dean, department head or director to program and establish funding necessary to lease, rent, replace and maintain vehicles as required;
- 2.5.14 Be knowledgeable of and promote compliance with the Regulation, this CCP and component operational guide;
- 2.5.15 Provide training, guidance and information as needed for vehicle operators

2.6 The **Vehicle Operator** is an individual operating a PVAMU vehicle. Duties include:

- 2.6.1 Vehicle operators must possess and maintain a valid driver license or commercial driver license when required;
- 2.6.2 Ensure vehicles are not used for any purpose other than official business;
- 2.6.3 Enter information into the State of Texas Vehicle Use Report on a per trip basis and check the information for accuracy;
- 2.6.4 Report any mechanical problems to the vehicle coordinator;
- 2.6.5 Follow all state laws associated with vehicle operation;
- 2.6.6 Keep vehicles secured when not in operation;
- 2.6.7 Be familiar with the Regulation this CCP and PVAMU Fleet Management Plan.

### 3. State Vehicle Use

- 3.1 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.

### 4. Driver License Requirement

- 4.1. Departments are responsible for ensuring the drivers of their assigned vehicles are faculty, staff members, students or affiliates of their department. Drivers must be at least 18 years old, possess a valid driver's license and be approved by the department to drive University vehicles. Transportation Services personnel are required to obtain the driver's license number of any individual to whom a vehicle is being released.

### 5. Vehicle Use and Driver Authorization

- 5.1 University vehicle may only be driven to accomplish a specific purpose or task as authorized by the Transportation Department Fleet Manager. If a University owned vehicle is not available; the University, at its option, may provide an alternative form of transportation or reimburse an employee for the use of a personally owned vehicle. Faculty, staff, and students are the only individuals authorized to drive a University vehicle. Use is restricted to official University business to include accomplishing academic, research, and/or administrative responsibilities.

- 5.2 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 Transportation Office as well as the Department of Public Safety. Prior to being placed on the list, we will verify each employee's driving record through the Texas Department of Public Safety. If the driver will be transporting students, he/she will be required to complete PVAMUs Defensive Driving course. See PVAMUs Environmental Fire & Safety Policy for details. Together, the Transportation Department and DPS will be responsible for conducting an annual driving records check on all approved drivers and providing the Fleet Manager with a document confirming their drivers' status as authorized or unauthorized.
- 5.3 All traffic citations issued to the driver of 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.
- 5.4 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.
- 5.5 To legally operate some heavy duty University vehicles, state law requires the driver to possess a valid commercial driver's license. Vehicle operators, when driving heavy-duty vehicles, are subject to the provisions of the federally mandated program of Drug and Alcohol Testing for Safety Sensitive Positions Requiring a Commercial Driver's License.
- 5.6 Failure to comply with the provisions of this program may result in the loss of authorized driver status and disciplinary action up to and including termination.

## 6. Vehicle Security

- 6.1 The security of University vehicles and contents is the responsibility of the driver. When the vehicle is not in use, the keys should be removed from the ignition, all windows up, and the vehicle locked. If there is an alarm system installed in the vehicle, it should be set upon leaving the vehicle. Failure to ensure that the vehicle is properly secured may result in theft of personal items and/or the vehicle. The University is not responsible for any personal items left on a University Vehicle.
- 6.2 Vehicles that become disabled on the road should be secured with all possible precautions taken to prevent theft or vandalism. In the event a vehicle cannot be secured in its present location, the driver should contact the Transportation Center to tow the vehicle to a facility where it can be secured. Vehicles should not be left along highways or in any area where it is more likely for theft or vandalism to occur.
- 6.3 Vehicle operators should be aware that employee safety is the first and foremost concern. Although ensuring vehicle security is important, the Operator's safety should **never** be sacrificed in order to do so.
- 6.4 To report vehicle break-ins on campus, you may call University Police at (936) 261-1375. Off campus reports may be called into the local Police Station by dialing 911.

## 7. Vehicle Use Reports

- 7.1 State law requires each driver of a state-owned vehicle to complete a daily report of use on the Monthly Vehicle Use Report form.
- 7.2 The report must show the number of trips, purpose for which the vehicle was used, miles traveled, amount and type of fuel purchased, oil added, passengers carried, and other information as may be required to provide a record of vehicle use and maintenance performed. Receipts for any vehicle purchases made, by the driver, from private sector vendors must be itemized and attached to the Monthly Vehicle Use Report form. These reports should be submitted to the Fleet Manager in a timely manner.
- 7.3 If the vehicle is used by more than one operator during the day, each operator must enter his or her name into the report. If more than one page is required per month, a continuation page may be used.
- 7.4 After the close of the reporting period, the Fleet Manager will review all reports and sign off on them for approval.

## 8. Vehicle Mileage Logs

- 8.1 Each vehicle will have a mileage log. The form which is to be used will be the form prescribed by the General Services Commission.
- 8.2 Each time that vehicle is used the driver will fill in the necessary information on the mileage log.
- 8.3 On the first business day of each month, the previous months' mileage long will be removed and a new mileage log will be placed in the vehicle. The previous month's original log will be forwarded to the Transportation so that it is received by the tenth day of the month.
- 8.4 The Vehicle Fleet Manager will ensure that the mileage log information is entered into Fleet Focus, a web-based database, by the tenth day of each month and will maintain the mileage logs for all university vehicles in a central file location.

## 9. Accidents and Accident Reporting

- 9.1 Accidents must be reported to the Office of Business Affairs within 24 hours of occurrence. The vehicle coordinator is responsible for completing the appropriate report forms and forwarding them according to instructions issued by the Office of Business Affairs. Because these instructions are updated annually, the vehicle coordinator is responsible for following instructions that are in effect at the time of the accident. On an annual basis, the vehicle coordinator 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.
- 9.2 Any vehicle involved in an accident should receive a safety inspection before being returned to service. If the vehicle appears safe to drive, it should be driven directly to the Transportation Center. If a wrecker is required to transport the vehicle, contact the Transportation Center and they will make the necessary arrangements. Upon delivery of the

vehicle, shop staff will do everything possible to expedite the safety inspection and any required repairs so the vehicle may be returned to service as rapidly as possible.

- 9.3 When a University vehicle is damaged by a third party, the Office of Business Affairs 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.

## 10. Motor Vehicle Procurement

- 10.1 **Vehicle Purchase Requests:** The University currently allows individual departments to purchase new vehicles. All purchases must be approved through the Transportation Center. Departments wishing to purchase a new vehicle will prepare and submit a written justification for each vehicle to the Vehicle Fleet Manager. The justification and request must include.

10.1.1 Total number of licensed and off-road vehicles currently assigned for department use;

10.1.2 Type of vehicle required;

10.1.3 Estimated number of passengers to be transported daily;

10.1.4 Estimated pounds of cargo to be transported daily;

10.1.5 Estimated monthly mileage;

10.1.6 Source of funding; and,

10.1.7 If the new vehicle is a replacement for an existing vehicle, the department must identify that vehicle.

10.1.8 A five percent service fee payable to the Transportation Center through an Inter Departmental Order for state reporting overhead.

10.1.9 An order of one set of keys by the department purchasing the vehicle to be maintained in the Transportation Center for emergency vehicle access.

- 10.2 **Vehicle Leasing and Rental Requirements:** Vehicles may be leased or rented from outside sources when there are no appropriate vehicles available from the transportation center pool. A department wishing to rent or lease a vehicle will prepare and submit a written request to the Vehicle Fleet Manager. The Vehicle Fleet Manager will forward the request to the Purchasing Department for action. Upon arrival of the vehicle, the Vehicle Fleet Manager will arrange insurance coverage and the department of the vehicle's availability. Short-term leases of less than 30 days are exempt from this requirement.

- 10.3 **Use of Personally Owned Vehicles:** Whenever possible, employees should use vehicles assigned to their department, rent a vehicle through the University's travel department, or arrange to use a pool vehicle. When personal vehicles are used for University business, a Travel Request must be submitted and approved in advance, and the employee will be reimbursed per the state's mileage reimbursement rate. The reimbursement rate takes into account fuel cost, wear and tear on the vehicle, maintenance and insurance expenses.

- 10.4 **Purchasing Department Responsibilities:** This department has responsibility for procuring all university owned and leased vehicles in accordance with applicable state and university procurement requirements. No procurement actions will be taken without prior written authorization of the Vehicle Fleet Manager. All vehicles must be delivered to the Vehicle

Fleet Manager before the department takes possession. Requests for the sale or disposal of a vehicle are authorized and processed by the Transportation Center and approved by the Office of Accounting Services.

- 10.5 **Exceptions:** Law enforcement vehicles, vehicles purchased with non- appropriated funds, and vehicles with a manufacturers gross vehicle weight rating (GVWR) of more than 8,600 pounds are exempt from the requirements of the state's plan. All vehicles, regardless of funding source used to acquire them, are subject to the reporting and conversion requirements addressed in this document.

## 11. Transfers/Deletions

- 11.1 Vehicles may be transferred from one agency to another or from one department to another within the University System with the approval of the Office of Accounting Services. Transfer vehicles must be in sound mechanical condition and not increase the receiving agency's or department's vehicle inventory unless documented approval is obtained from Transportation Center. Additionally, any University vehicle to be transferred or deleted from the inventory must comply with established property management and inventory control procedures. The transferring department will provide a fully executed copy of applicable documentation to the University's Vehicle Fleet Manager.

## 12. Vehicle Purchases and Fleet Size

- 12.1 Replacement vehicles may be purchased, on a one-for-one basis, without applying for a waiver from the Texas Building and Procurement Commission's Office of Vehicle Fleet Management. Furthermore, the University will not replace donated vehicles using appropriated funds without OVFM approval.
- 12.2 The University will not increase the size of the vehicle fleet purchased with appropriated funds except in the case of legislatively mandated program changes, federal program initiatives or documented need resulting from program growth. Pursuant to the State Vehicle Fleet Management Plan, law enforcement vehicles and vehicles purchased with institutional funds will not be used in the calculation of the University's fleet size.
- 12.3 The University's Vehicle Fleet Manager must provide the Texas Building & Procurement Commission's Office of Vehicle Fleet Management with written notification of all vehicle replacements. The notification will include the following information for both the new vehicle and the vehicle that is being replaced: vehicle identification number, license plate number, year, make and model.

## 13. Titles and Registration

- 13.1 All original vehicle titles and registration receipts will be acquired and maintained by the Office of Accounting Services.

## 14. Training

- 14.1 The University's Vehicle Fleet Manager will provide reporting compliance training, as required, for any vehicle coordinator.

## 15. Vehicle Assignments and Fleet Consolidation

- 15.1 Routine assignment of a vehicle to any University official or employee on a daily basis is prohibited without written documentation that the assignment is critical to the mission of the University. Any vehicle assigned to a University official or employee must be authorized, in writing, by the Vice President of Administration and Auxiliary Services. To gain authorization, the vehicle coordinator must forward an authorization request to the University's Fleet Manager providing the following documentation:
  - 15.1.1 vehicle identification number, license plate number, year, make, model;
  - 15.1.2 name and position of the individual to whom the vehicle is assigned; and
  - 15.1.3 Reason the assignment is critical to the mission of the University.
- 15.2 Upon receipt of required documentation, the University's Fleet Manager will review the documents for compliance with Office of Vehicle Fleet Management requirements and attach a recommendation for approval or disapproval. Then the departmental request and Fleet Manager's recommendation will be forwarded through the Director of Maintenance Operations to the Vice President for Employee and Campus Services for final approval. Within 30 days of the date of the request, the department will be informed of the Vice President's decision.
- 15.3 Vehicles may be assigned 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.
- 15.4 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 the average miles driven and meet OVFM's minimum utilization requirements or be sold as surplus.

## 16. Maintenance

- 16.1 All Maintenance, parts, repairs, modifications, etc. for Prairie View A&M University Vehicles must be purchased from the Transportation Center located at 1850 Reda Bland Evans Street. If the Transportation Center is not able to perform the work in a timely manner, the Transportation Center will be responsible for sub-letting the work.
- 16.2 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. 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.
- 16.3 The State Fleet Management Plan requires that all state vehicles be on a Preventive Maintenance Program. The Transportation Center is responsible for maintaining the program and scheduling for all PVAMU vehicles for routine Preventive Maintenance



(PM) appointments. PM appointments are scheduled at least twice a year. Vehicles routinely accruing high mileage between appointments may be scheduled more often.

- 16.4 The scheduling supervisor will work with vehicle coordinators to schedule PVAMUs vehicles for PM's throughout the year. Every effort will be made to provide a convenient date and flexible drop-off time. Appointments are available on a first-come, first-served basis. If it becomes necessary to re-schedule an appointment, departments should call (979) 845-7121. Cancellations should be made 48-hours in advance of the scheduled appointment. Mechanic workdays are planned according to the daily appointment schedules. Therefore, a charge may be assessed for missed appointments.
  - 16.5 Under no circumstances should departments ignore PM checkups. Ignoring PM check-ups is a safety issue that could result in a serious accident or loss of property.
  - 16.6 Departments are responsible for adhering to all vehicle state inspections. Departments will be notified when state inspections are due. Inspections are performed at the Transportation Center. Customers are welcome to bring vehicles in at any time during the inspection month. Inspections may be performed while you wait.
  - 16.7 At 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, license plates front and rear, the complete University inscription on both sides of the vehicle and any other decals required by the University or owning department.
  - 16.8 While the vehicle is at the Transportation Center for maintenance, departments may rent a vehicle. This can be done when you bring the vehicle in for repairs. Departments are responsible for the rental and fuel costs. Departments are also required to pay the monthly lease cost while vehicles are in the shop for repair and/or
  - 16.9 All applicable University purchasing procedures will be utilized when purchasing repair or maintenance services for University vehicles. As part of this process, every effort will be made to ensure that the best service and price are obtained.
  - 16.10 When submitting purchase requisitions to the Purchasing Office for the repair and maintenance of University vehicles, the purchase requisition must list the license plate number of the vehicle receiving service.
17. Operator Maintenance Checks
- 17.1 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. The vehicle should not be driven until necessary repairs are completed.
  - 17.2 Prior to using the vehicle, with the engine started, the driver should check all gauges, brakes, head lights, signal lights, windshield wipers, and horn.

- 17.3 While completing the daily checks, the driver should make sure the interior and exterior of the vehicle is clean. Vehicles should be washed as necessary to maintain a professional appearance.
- 17.4 Proper completion of these operational checks will reduce unnecessary breakdowns and/or damage to the vehicle. 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.

18. Vehicle Replacement Criteria

- 18.1 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.

VEHICLE TYPE	PURPOSE	AGE OR MILEAGE
Sedans and Wagons	Staff or client transport	6 years or 90,000 miles
Light Trucks and SUV's	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

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).

- 18.2 Specialized equipment may not fall under any of the above categories and may need to be considered for replacement according to other criteria, such as hours in service. The fleet custodian should contact the Fleet Manager for assistance in developing and establishing special replacement criteria.
- 18.3 Additional criteria will include the department's compliance with the vehicle preventive maintenance program, vehicle appearance and timely submission of required monthly reports.
- 18.4 University departments should consider programming their vehicle replacement schedules in accordance with these goals and work to identify an adequate source of funds.
- 18.5 The number of vehicles owned by the University is frozen or set at the inventory level of record on August 31, 2000. Replacement vehicles may be purchased on a one-for-one basis with one vehicle being disposed of for every vehicle purchased. Additions to the number of vehicles owned will only be made for legislatively mandated program changes, federal program initiatives or a well documented need resulting from program growth or changes.
- 18.6 University policies are intended to ensure that each vehicle is maintained and operated in a safe and economical condition. If the University's Fleet Manager determines that a vehicle is no longer safe to drive or is cost prohibitive to repair, the vehicle custodian will be notified that the vehicle should be removed from service and/or replaced.

18.7 Vehicle replacement criteria do not apply to the following:

- 18.7.1 law enforcement vehicles, including pursuit vehicles;
- 18.7.2 emergency vehicles and vehicles used for safety purposes;
- 18.7.3 vehicles used for vehicle research purposes, such as crash tests;
- 18.7.4 heavy equipment, including tractors, bulldozers and highway construction and maintenance equipment;
- 18.7.5 non-licensed utility purpose vehicles such as “mules,” “gators,” or golf-carts and forklifts; and
- 18.7.6 Wrecked vehicles.

19. Minimum Use Criteria

19.1 The State of Texas Vehicle Fleet Management Plan provides the following utilization criteria:

PERIOD	QUARTERLY MILEAGE	ANNUAL MILEAGE
Sept 1- Aug 31	2,750 miles every 3 months	11,000 miles

19.2 The only exemptions to the minimum use criteria are:

- 19.2.1 vehicles with a manufacturer’s gross vehicle weight rating (GVWR) of more than 8,600 pounds;
- 19.2.2 law enforcement vehicles;
- 19.2.3 vehicles purchased with local funds or vehicles purchased with federal funds for specific federal projects; Service vehicles operated under waivers granted by OVFM.

19.3 Distribute an agency-specific report (based on fleet data) identifying vehicles that have accumulated less than the minimum mileage for the past three months of operation. As noted in the table above, the minimum mileage criteria will be increased over a three-year period.

- 19.3.1 Upon receipt of the report, the University’s Fleet Manager will notify the affected department.
- 19.3.2 Should a department wish to apply for a waiver from the minimum utilization requirement, that department’s vehicle custodian will have 20 days, from the report date, to submit required justification with the State Office of Vehicle Fleet Management (OVFM). The types of justification information that may be submitted include but, are not limited to:
  - 1. how does the vehicle help accomplish the mission of the agency;
  - 2. what services are provided with the vehicle;
  - 3. what is the core function of the vehicle and how does this relate to the core function of the University;
  - 4. if the vehicle is campus-based or used locally, how many trips per day or days per month is the vehicle used;
  - 5. how many passengers per month are carried; and
  - 6. What is the cost to rent or lease a comparable vehicle for the same number of days or trips compared to the cost of ownership?

19.4 Upon receipt of documentation from the effected department, the University’s Fleet Manager will review the documents for compliance with the State Office of Vehicle Fleet Management (OVFM) requirements and attach a recommendation for approval or disapproval. Then the departmental request and Fleet Manager’s recommendation will be

forwarded through the Director of Maintenance Operations to the Vice President for Administration and Auxiliary Services for final approval and submission to State Office of Vehicle Fleet Management (OVFM). These documents must be submitted, no later than 30 days from the original report date, to the State Office of Vehicle Fleet Management for their review and consideration.

19.5 After completing their review, the Transportation Center will provide one of the following responses:

19.5.1 If the Transportation Center does not agree with the University's justification, they will provide the University and Council on Competitive Government with written documentation identifying the specific vehicle and reason for the waiver denial. The University will have six months from the notification date to increase that vehicle's use so that it meets the minimum mileage criteria in effect at that time. If at the end of this six-month period, the vehicle in question still does not meet the minimum mileage criteria, the Transportation Center will identify the vehicle as excess and notify both the University and Council on Competitive Government. Vehicles identified as excess will be prepared and assigned for sale, through the University's Surplus Property department, at the next public auction. Funds from the sale of these vehicles will be deposited in the individual departmental accounts used to originally purchase that vehicle. OVFM may provide waivers for specified time periods for individual vehicles based on their agreement and acceptance of the justification submitted by the University. No waivers will be granted for vehicles designated as poolable that do not meet the minimum use criteria.

19.5.2 The Texas Building and Procurement Commission's Office of Vehicle Fleet Management may grant a lifetime waiver to a vehicle that is deemed so unique in its function or design that the University is unable to use that vehicle for any other purpose or to rotate the vehicle within the fleet.

## 20. FUELING

20.1 At the beginning of, unless specifically prohibited by the vehicle's manufacturer warranty or recommendations, all vehicles operating on gasoline must use regular grade, unleaded gasoline. Except as noted, high-octane blends (marketed as premium, super-unleaded, etc.) offer no proven benefit and are prohibited for use in University vehicles.

20.2 Vehicles capable of using alternative fuels will use them exclusively. Exceptions are:

20.2.1 where and when alternative fuel is not available;

20.2.2 the range of alternative fuel is insufficient to complete a round trip, in which case the alternative fuel shall be used until exhausted, with conventional fuel used only to complete the trip or until the alternative fuel is available;

20.2.3 when alternative fuel costs are more than conventional gasoline or diesel;

20.2.4 when the conversion equipment is not working or is unsafe to operate, in which case repairs or inspections shall be made so that the vehicle may continue to operate on the alternative fuel;

20.2.5 when operating exclusively on an alternative fuel is contrary to the vehicle manufacturer or alternative fuel conversion equipment vendor recommendations;

20.3 University vehicle operators will use self-service islands only when refueling at retail fueling stations.

- 20.4 The Transportation Center requires the use of state retail fuel contracts administered by TBPC. Vehicle coordinators are required to eliminate the use of any retail fuel card, other than those authorized by the Transportation Center. Contact the Fleet Manager for applications and assistance in securing these cards. Exceptions to the use of retail state fuel contracts require a waiver from the Transportation Center. Please note, fuel cards issued by the Fleet Manager for use in University owned facilities are exempt from this requirement.

## 21. FLEET RENTALS

- 21.1 The Transportation Center offers a limited number of vehicles available for daily, weekly or monthly rental. Vehicles include unlimited mileages and are rented on a 24-hour basis. Vehicles are rented on a first-come, first served basis. Therefore, it is recommended that requests for vehicles be made as early as possible. Billing will begin at the time of pickup and end at the time of return as noted on the reservation.

### **Contact the Transportation Center for the current Rental Rates.**

#### 21.2 Daily Rental Request

- 21.2.1 Departments needing to rent vehicles from the Transportation Center must complete a [Request for Services](#) and submit it to be processed. Upon the receipt of the request, the reservation will be made and the contact person will receive an e-mail confirmation with the reservation information. This confirmation should be reviewed for accuracy. If any information is incorrect, or if changes need to be made at any time, departments should refer to the confirmation number when contacting the Transportation Center. If a vehicle is unavailable at the time of the request, the department will be referred to the state contract commercial vehicle rental agency.

#### 21.3 Canceling Reservations

- 21.3.1 Reservations must be cancelled at least 24 hours prior to the pick-up or delivery time noted on the reservation. If the reservation is cancelled within the 24 hour period or once a vehicle has been picked-up or delivered, the department will be assessed a one day charge. Cancellations may be made by calling (936)261-9700, or by emailing at [maintenanceoperation@pvamu.edu](mailto:maintenanceoperation@pvamu.edu) or by fax at (936)261-9709. In the event of a cancellation, a cancellation number will be issued and an e-mail or fax sent to the renting department as confirmation.

#### 21.4 Insurance

- 21.4.1 Liability insurance & comprehensive coverage plan included (\$1000 deductible per incident of property damage). Comprehensive Coverage Plan and Liability Insurance to cover University and non-University vehicles or property as the result of an at-fault accident are included in the rental rate. Losses will be handled through TAMU Risk Management. In the event of an accident, a \$1000 deductible for liability per incident will apply. The department renting the vehicle will be charged for property damages up to \$1000. Vehicles returned in a condition requiring significant cleaning or repair, such as removal of stains or mud from the interior due to abuse of the vehicle, will be returned to a rentable condition. Transportation Services will charge the cost of cleaning or repair to the renting department. A department will not be charged for normal cleaning of a vehicle. As a reminder,

the consumption or use of tobacco products, illegal drugs or alcohol is not permitted in University vehicles.

## 22. VEHICLE STORAGE

- 22.1 All University vehicles (cars, trucks, heavy equipment, golf carts, utility vehicles, etc.) must be parked in a secured area.
- 22.2 The area must be approved by the Transportation Center.
- 22.3 Examples of a secured area may include:
  - 22.3.1 a fenced in lot with a locking gate
  - 22.3.2 a secured garage or shed
- 22.4 If the renting department does not have a secured lot, the vehicles must be returned to the Transportation Center by 4:45pm every business day.
- 22.5 The Transportation Center will maintain one set of keys for each state owned vehicle.

Contact Offices: Office of Environmental Health and Safety  
(936) 261-1745

Transportation Department  
(936) 261-9711