

# **PRAIRIE VIEW A&M UNIVERSITY**

## **Administrative Procedures Manual**

### **21.01.08.P0.02 Vehicle Fleet Management** **Updated: October 31, 2001** ***Supersedes: APM 40.12***

#### **1. System Regulation**

The University's Vehicle Fleet Management program is governed by System Regulation 21.01.08 - Vehicle Fleet Management and the Texas A&M University System Comprehensive Compliance Plan. The following are the University's procedures for complying with these regulations.

#### **2. Vehicle Coordinators**

Each department which possesses vehicles will have an individual designated as the department's vehicle coordinator. The vehicle coordinator will be the point of contact for questions and information concerning the department's vehicles and vehicle fleet management requirements.

#### **3. Vehicle Mileage Logs**

- 3.1 Each vehicle will have a mileage log. The form which is to be used will be the form prescribed by the General Services Commission.
- 3.2 Each time the vehicle is used the driver will fill in the necessary information on the mileage log.
- 3.3 On the first business day of each month the previous month's mileage log will be removed and a new mileage log will be placed in the vehicle. The previous month's original mileage log will be forwarded to the Contract Office so that it is received by the fifth business day of the month.
- 3.4 The Contract and Compliance Officer will ensure that the mileage log information is entered into the GSC web-based database by the tenth business day of each month and will maintain the mileage logs for all university vehicles in a central file location.

#### **4. Vehicle Maintenance and Repair**

- 4.1 University vehicles will be maintained according to the suggested maintenance schedules provided by the manufacturers.
- 4.2 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.
- 4.3 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.
- 4.4 The Purchasing Office will forward to the Contract Office copies of all purchase orders requesting service to University vehicles.

#### **5. Vehicle Fueling**

- 5.1 The Council on Competitive Government has mandated that all state agencies implement a fuel card program. The University has assigned to the Contract Office responsibility for administering

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its program.

- 5.2 The Contract Office will issue a fuel card for each University vehicle. Fuel must be purchased with the assigned fuel card. If an employee finds it necessary to purchase fuel with personal funds, as opposed to the fuel card, a travel reimbursement voucher should be submitted to the Contract Office in order to be reimbursed.
- 5.3 At the beginning of each fiscal year, each department that possesses a vehicle will prepare a purchase requisition (with "Voyager" as the payee) for the estimated amount of the fuel to be purchased for the fiscal year. Adjustments to the estimate can be requested during the year.
- 5.4 If a fuel card is lost or stolen the department will notify the Contract Office immediately. The Contract Office will cancel the lost or stolen card and a new fuel card issued.
- 5.5 All fuel card bills will be received and reviewed by the Contract Office before forwarding to the Accounts Payable Office for payment.
- 5.6 The fuel cards will be restricted to fuel purchases only and under **no** circumstances is the fuel card to be used for personal vehicles.

#### **6. Reporting**

- 6.1 The Contract Office has been given the responsibility of submitting the required vehicle fleet reports to the Texas A&M University System and the General Services Commission.
- 6.2 The Contract Office will enter all vehicle information, as indicated in the State Vehicle Fleet Management Plan, into the General Services Commission web-based database as it is received from the various University offices.

#### **7. Compliance Monitoring**

- 7.1 The Contract and Compliance Officer will oversee the administration of the University's Vehicle Fleet Management Program and to ensure that the University is compliant with all applicable laws, regulations, requirements, and procedures concerning vehicle fleet management.
- 7.2 As required, the Contract and Compliance Officer will make recommendations concerning:

- a. Vehicle purchases\*
- b. Vehicle replacement\*
- c. Vehicle disposal\*
- d. Vehicle maintenance and repair\*
- e. Vehicle assignment and use

\* denotes approval is required by VP of Finance and Administration prior to releasing recommendations.

- 7.3 All inappropriate use of University vehicles shall be reviewed by the Contract Office. After review of the available information the Contract and Compliance Officer will forward the findings to the VP of Finance and Administration for further action.
- 7.4 When a vehicle is purchased from state funds and a waiver is required, a waiver request will be prepared by the Contract Office. Upon completion of the waiver request the Contract Office will forward it to the TAMUS Fleet Manager for further action. The Contract Office will keep the

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requesting department informed as to the status of the request.

Contact: Transportation Department