

**PRAIRIE VIEW A&M UNIVERSITY**  
**Administrative Guideline 21.01.08.P0.G1**

**Vehicle Fleet Management Operational Guide**

**Office of Transportation Services**



## Table of Contents

<b>PURPOSE</b> .....	<b>3</b>
<b>DEFINITIONS</b> .....	<b>3</b>
<b>GENERAL</b> .....	<b>3</b>
<b>RESPONSIBILITIES</b> .....	<b>4</b>
<b>STATE VEHICLE USE</b> .....	<b>6</b>
<b>DRIVER LICENSE REQUIREMENTS</b> .....	<b>7</b>
<b>VEHICLE USE AND DRIVER AUTHORIZATION</b> .....	<b>7</b>
<b>VEHICLE SECURITY</b> .....	<b>8</b>
<b>VEHICLE USE REPORTS</b> .....	<b>8</b>
<b>VEHICLE MILEAGE LOGS</b> .....	<b>9</b>
<b>ACCIDENTS AND ACCIDENT REPORTING</b> .....	<b>9</b>
<b>MOTOR VEHICLE PROCUREMENT</b> .....	<b>9</b>
<b>TRANSFERS/DELETIONS</b> .....	<b>11</b>
<b>VEHICLE PURCHASES AND FLEET SIZE</b> .....	<b>11</b>
<b>TITLES AND REGISTRATION</b> .....	<b>11</b>
<b>TRAINING</b> .....	<b>11</b>
<b>VEHICLE ASSIGNMENTS AND FLEET CONSOLIDATION</b> .....	<b>12</b>
<b>PREVENTIVE MAINTENANCE</b> .....	<b>12</b>
<b>OPERATOR MAINTENANCE CHECKS</b> .....	<b>14</b>
<b>VEHICLE REPLACEMENT CRITERIA</b> .....	<b>14</b>
<b>MINIMUM USE CRITERIA</b> .....	<b>16</b>
<b>FUELING</b> .....	<b>16</b>
<b>FLEET RENTALS</b> .....	<b>16</b>
<b>VEHICLE STORAGE</b> .....	<b>17</b>
<b>RELATED STATUTES, POLICIES, REGULATIONS and RULES</b> .....	<b>18</b>
<b>APPENDIX</b> .....	<b>18</b>
<b>FORMS</b> .....	<b>18</b>
<b>CONTACT OFFICE</b> .....	<b>18</b>

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### Purpose

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

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### Definitions

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**System Fleet Manager** – individual appointed by the executive vice chancellor and chief financial officer responsible for maintaining the Comprehensive Compliance Plan.

**Site Coordinator** – individual appointed responsibility for administering the Comprehensive Compliance Plan at PVAMU, developing the PVAMU Vehicle Fleet Management Program and ensuring university compliance with the System Regulation, Comprehensive Compliance Plan and PVAMU Program.

**Vehicle Coordinator** – individual appointed by the dean, department head or executive director to coordinate all vehicle usage and provide a point of contact for the site coordinator.

**Vehicle Operator** – any individual who operates a university vehicle.

**Commercial Vehicle Operator** – university employees who operate a commercial motor vehicle to perform functions that affect interstate trade, traffic, or transportation.

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### Guidelines

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#### 1. GENERAL

- 1.1 The PVAMU Vehicle Fleet Management Operational Guide is developed to provide a basic understanding of the Office of Transportation Services and the services provided. Our mission is to provide professional maintenance, fuel and detail services to all university vehicles. This plan implements the guidelines 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 This Operational Guide is governed by System Regulation [21.01.08 Vehicle Fleet Management](#) and [The Texas A&M University System Comprehensive Compliance Plan](#).

## **2. RESPONSIBILITIES**

- 2.1 The Vice President for Auxiliary Services is the senior executive responsible for the university's Fleet Management Program.
- 2.2 The Assistant Vice President for Auxiliary Enterprises is responsible for authorizing the site coordinator's administrative recommendations and forwarding them to the Vice President for Auxiliary Services.
- 2.3 The site coordinator is responsible for the overall management of the university's fleet and for reporting to the Office of Vehicle Fleet Management. The site coordinator is also the central point of contact for the Office of Vehicle Fleet Management and the System Fleet Manager. Duties of the site coordinator include but are not limited to:
  - 2.3.1 Developing the Vehicle Fleet Management Operational Guide;
  - 2.3.2 Preparing 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 identified, the list of vehicles should be prioritized for replacement relative to the needs of the respective department;
  - 2.3.3 Determining, approving and/or selecting the types of vehicles to be purchased based on life cycle costs, utility, varying work-related needs of employees and safety;
  - 2.3.4 Determining and/or approving the timing of maintenance or repairs and notifying the vehicle coordinators of all individually assigned vehicles;
  - 2.3.5 Observing and maintaining compliance with federal and state mandates governing vehicle management;
  - 2.3.6 Collecting the required data elements as found in Appendix A of the Comprehensive Compliance Plan;
  - 2.3.7 Ensuring the information entered into the fleet management database is accurate and correct;
  - 2.3.8 Preparing necessary paperwork for alternative fuel waivers and waiver renewals for review by the System Fleet Manager;
  - 2.3.9 Preparing purchase waivers and requests for vehicle tracking numbers for review by the System Fleet Manager;
  - 2.3.10 Processing and/or lending assistance to the processing of paperwork to acquire vehicle titles and license plates;
  - 2.3.11 Maintaining a file for all vehicle titles and/or copies of vehicle titles;
  - 2.3.12 Reviewing of Motor Vehicle Accident Reports;

- 2.3.13 Providing training for vehicle coordinators as needed;
  - 2.3.14 Reviewing reports of inappropriate use of university vehicles; and,
  - 2.3.15 Updating and distributing the Vehicle Fleet Management Operational Guide as necessary.
- 2.4 Duties of the vehicle coordinator include but are not limited to:
- 2.4.1 Serving as central point of contact for the site coordinator;
  - 2.4.2 Providing information and assistance as required by the site coordinator;
  - 2.4.3 Advising the site coordinator concerning low utilization of vehicles;
  - 2.4.4 Routing all requests, requisitions or changes concerning vehicles through the site coordinator for review and approval;
  - 2.4.5 Ensuring accident information is reported to the Office of Risk Management and Safety and the site coordinator within 24hours;
  - 2.4.6 Ensuring a Motor Vehicle Accident Report is forwarded to the Office of Risk Management and Safety and the site coordinator within 48 hours;
  - 2.4.7 Ensuring information entered into the State of Texas Vehicle Use Reports is accurate and correct;
  - 2.4.8 Maintaining completed State of Texas Vehicle Use Reports within the department for auditing purposes;
  - 2.4.9 Ensuring vehicles are used for business directly related to the responsibility of the department or institution;
  - 2.4.10 Ensuring State safety inspections are current;
  - 2.4.11 Inspecting vehicles to ensure vehicle body damage has been reported to the site coordinator and repair is performed in a timely manner;
  - 2.4.12 Scheduling and ensuring departmental compliance with the required preventive maintenance schedule;
  - 2.4.13 Providing necessary documentation to the dean, department head or director to program and establish funding necessary to lease or rent and maintain vehicles as required;
  - 2.4.14 Being knowledgeable of and promoting compliance with the System Regulation, Comprehensive Compliance Plan and Vehicle Fleet Management Operational Guide; and,
  - 2.4.15 Providing training, guidance and information as needed for vehicle operators.

- 2.5 Duties of the vehicle operator include but are not limited to:
  - 2.5.1 Possessing and maintaining a valid driver's license or commercial driver's license when required;
  - 2.5.2 Ensuring vehicles are not used for any purpose other than official business;
  - 2.5.3 Entering information into the State of Texas Vehicle Use Report on a per trip basis and check the information for accuracy;
  - 2.5.4 Reporting any mechanical problems to the vehicle coordinator;
  - 2.5.5 Reporting accidents to the vehicle coordinator immediately; and, assisting with the completion of the Motor Vehicle Accident Report and any additional accident paperwork;
  - 2.5.6 Following all state laws associated with vehicle operation;
  - 2.5.7 Keeping vehicles secured when not in operation; and,
  - 2.5.8 Being familiar with the System Regulation, Comprehensive Compliance Plan and Vehicle Fleet Management Operational Guide.
- 2.6 Duties of the mechanic include but are not limited to:
  - 2.6.1 Performing daily repair and maintenance operations on vehicles and equipment;
  - 2.6.2 Performing highly skilled repairs and maintenance operations;
  - 2.6.3 Maintaining a detailed inventory of new and used parts;
  - 2.6.4 Planning and assigning tasks to be completed by the technician;
  - 2.6.5 Maintaining a safe and clean working environment;
  - 2.6.6 Enforcing shop safety at all times;
  - 2.6.7 Maintaining all personnel and operational reports and records;
  - 2.6.8 Setting up all appointments including repairs, preventative maintenance, car wash/detail, etc.; and,
  - 2.6.9 Recommending preventative maintenance schedules to the site coordinator.

### **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.

- 3.2 In accordance with System Policy [33.04 Use of System Resources](#), no PVAMU employee shall use any vehicle owned by PVAMU for any purpose other than official business of PVAMU, unless specifically approved by the Vice President for Auxiliary Services or their designee. Employees may not use such vehicles in connection with any political campaign or for any personal or recreational activity including transportation to and from work on a daily basis; however, a vehicle may be driven to an employee's home and retained overnight on specific occasions when doing so allows the employee to effect significant time or cost savings or meet a specific out-of-town appointment to conduct university business.

#### **4. DRIVER LICENSE REQUIREMENTS**

- 4.1. 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 Departments are responsible for ensuring the drivers of their assigned vehicles are faculty, staff, student employees or university affiliates of their department. University vehicles may only be driven to accomplish a specific purpose or task as authorized by the site coordinator. Use is restricted to official university business to include accomplishing academic, research, and/or administrative responsibilities. 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.
- 5.2 To become an authorized driver, a vehicle operator must possess a valid vehicle operator's license. If the driver will be transporting students, he/she will be required to complete PVAMU's Driver and Travel Safety Training Course conducted by the Office of Risk Management and Safety. Transportation Services in conjunction with the University Police Department will be responsible for conducting annual driving records checks on all approved drivers and providing the site coordinator with a document confirming the drivers' statuses 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. Supervisors are responsible for reporting this information to the site coordinator.
  - 5.3.1 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.
- 5.4 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](#).

5.4.1 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.

5.5 All moving violations are the responsibility of the driver.

## **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, 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 in 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 Transportation Services 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 vehicle operator's safety should never be sacrificed in order to do so.

6.4 To report vehicle break-ins on campus, call the University Police Department at (936) 261-1375. Off-campus reports may be called in to 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, miles traveled, purpose for which the vehicle was used, 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. The vehicle coordinator is responsible for reporting these transactions, in the manner prescribed by the university, to the site coordinator.

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 form. 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 vehicle coordinator will review the report for accuracy and sign in the designated space. Then, the completed report will



be sent to the site coordinator for review and approval. These reports should be submitted to the site coordinator in a timely manner.

## **8. VEHICLE MILEAGE LOGS**

- 8.1 Each vehicle will have a mileage log which is prescribed by the Texas Fleet Management System.
- 8.2 Each time a vehicle is used, the driver will complete the necessary information on the mileage log.
- 8.3 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 log will be forwarded to Transportation Services by the fifth day of the month.
- 8.4 The site coordinator will ensure that the mileage log information is entered into the Texas Fleet System no later than 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 involving a university vehicle must be reported to the Office of Risk Management and Safety within 24 hours of occurrence. The vehicle coordinator is responsible for completing the appropriate forms and forwarding them according to instructions issued by the Office of Risk Management and Safety. 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 Transportation Services. If a wrecker is required to transport the vehicle, contact Transportation Services and the staff will make the necessary arrangements. Upon delivery of the vehicle, the mechanic or other staff will do everything possible to expedite the safety inspection and any required repairs so the vehicle may be returned to service as quickly 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 site coordinator 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

10.1.1 A department wishing to purchase a new vehicle will prepare and submit a [Vehicle Request Form](#) for each vehicle to the site coordinator. The site coordinator will forward the request to the Office of Procurement for action. Upon arrival of the vehicle, the site coordinator will arrange insurance coverage and notify the department of the vehicle's availability. Short-term leases of less than 30 days are exempt from this requirement. The request must include:

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

10.1.1.2 Type of vehicle required;

10.1.1.3 Estimated number of passengers to be transported daily;

10.1.1.4 Estimated pounds of cargo to be transported daily;

10.1.1.5 Estimated monthly mileage;

10.1.1.6 Source of funding; and,

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

### 10.2 Vehicle Leasing and Rental Requirements

10.2.1 Vehicles should be rented or leased from Transportation Services. However, vehicles may be leased or rented from university-approved outside sources when there are no appropriate vehicles available from the Transportation Services fleet pool. A department wishing to rent or lease a vehicle will fill out the online [Vehicle Rental Request Form](#).

### 10.3 Use of Personally-Owned Vehicles

10.3.1 Whenever possible, employees should use vehicles assigned to their department or rent a vehicle through Transportation Services. 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

10.4.1 Transportation Services 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 site coordinator. All vehicles must be

delivered to the site coordinator before the department takes possession. Requests for the sale or disposal of a vehicle are authorized and processed by Transportation Services and approved by the Office of Fixed Assets Management.

10.5 Exceptions

10.5.1 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 Fixed Assets Management. 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 Services. Additionally, any university vehicle to be transferred or deleted from the inventory must comply with the guidelines established by the Office of Fixed Assets Management. The transferring department will provide a fully executed copy of applicable documentation to the site coordinator.

**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 Office of Vehicle Fleet Management. Furthermore, the university will not replace donated vehicles using appropriated funds without Office of Vehicle Fleet Management 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 site coordinator must provide the 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 Transportation Services.

**14. TRAINING**

- 14.1 The site coordinator will provide training on the reporting requirements, as required, for any vehicle coordinator or driver.

**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 Auxiliary Services. To gain authorization, the vehicle coordinator must forward an authorization request to the university's site coordinator 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 site coordinator will review the documents for compliance with the Office of Vehicle Fleet Management requirements and make a recommendation for approval or disapproval. Then, the request will be forwarded to the Assistant Vice President for Auxiliary Enterprises and the Vice President for Auxiliary 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 Transportation Services. 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 the Office of Vehicle Fleet Management minimum utilization requirements or be sold as surplus.

**16. PREVENTIVE MAINTENANCE**

- 16.1 All maintenance, parts, repairs, modifications, etc. for PVAMU vehicles must be performed by/purchased from Transportation Services. If Transportation Services is not able to perform the work in a timely manner, Transportation Services will be responsible for sub-letting the work.
- 16.2 The State Fleet Management Plan requires that all state vehicles be on a preventative maintenance program. Transportation Services is responsible for maintaining the program and scheduling all university vehicles for routine preventative maintenance appointments. Preventative maintenance appointments are scheduled at least twice a year. Vehicles routinely accruing high mileage between appointments may be scheduled more often.

- 16.2.1 All university vehicles will be maintained using a preventative maintenance schedule for that type vehicle. Under no circumstances will a university vehicle be placed in active service unless it is in good operating condition.
- 16.3 The site coordinator is responsible for overseeing a preventative maintenance program that provides written notice to vehicle coordinators when preventive maintenance is due. The site coordinator or designee will work with vehicle coordinators to schedule university vehicles for preventative maintenance 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 (936) 261-1140. Cancellations should be made 48-hours in advance of the scheduled appointment. Mechanic work days are planned according to the daily appointment schedules. Therefore, a charge may be assessed for missed appointments.
  - 16.3.1 Order in which vehicles will be seen in the shop:
    - 16.3.1.1 Emergency Vehicles (University Police Department)
    - 16.3.1.2 Shuttle Services
    - 16.3.1.3 Rental Cars
    - 16.3.1.4 SSC
    - 16.3.1.5 Other State Vehicles
    - 16.3.1.6 Golf Carts
- 16.4 Under no circumstances should departments ignore preventative maintenance checkups. Ignoring preventative maintenance check-ups is a safety issue that could result in a serious accident or loss of property. Failure to comply with preventative maintenance notices could result in the department losing the privilege to operate the vehicle.
- 16.5 Departments are responsible for adhering to all vehicle state inspections. All university vehicles must display a current state registration sticker and any other decals required by law or the university. Departments will be notified when state inspections are due. Inspections are performed at Transportation Services. Departments are welcome to bring vehicles in at any time during the inspection month. Inspections may be performed while you wait.
- 16.6 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.

- 16.7 While the vehicle is at Transportation Services 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, if applicable, while vehicles are in the shop for repair and/or maintenance.
- 16.8 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 is obtained.
- 16.9 When submitting Internal Departmental Orders to the Office of Budgets for the repair and maintenance of university vehicles, the Internal Departmental Orders must list the license plate number of the vehicle receiving service.
- 16.10 The site coordinator is responsible for ensuring that all warranty work and recalls are conducted per manufacturer standards and within the allotted manufacturer's timeframe.
  - 16.10.1 Upon notification of a manufacturer's recall, the site coordinator shall ensure that if the recall requires the vehicle to be removed from service, the operator of that vehicle is notified immediately to return the vehicle to the fleet garage. The site coordinator shall ensure that the vehicle is taken to the appropriate authorized manufacturer's service center to have the issue resolved in a timely manner.

**17. OPERATOR MAINTENANCE CHECKS**

- 17.1 Drivers are responsible for inspecting vehicles 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 all 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.

<b>VEHICLE TYPE</b>	<b>PURPOSE</b>	<b>AGE OR MILEAGE</b>
Sedans and Wagons	Staff or client transport	6 years or 90,000 miles
Light Trucks and SUVs	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
Shuttle Buses	Transport student	8 years or 100,000 miles

- 18.1.1 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 vehicle coordinator should contact the site coordinator for assistance in developing and establishing special replacement criteria.
- 18.3 Additional criteria will include the department's compliance with the vehicle preventative 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 September 1st of each fiscal year. 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 procedures are intended to ensure that each vehicle is maintained and operated in a safe and economical condition. If the site coordinator determines that a vehicle is no longer safe to drive or is cost prohibitive to repair, the vehicle coordinator 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 Per [Government Code, 2171.105\(d\)](#), this section does not apply to institutions of higher education.

**20. FUELING**

20.1 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; or,

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 Transportation Services requires the use of state retail fuel contracts administered by the Texas Comptroller of Public Accounts. Vehicle coordinators are required to eliminate the use of any retail fuel card, other than those authorized by Transportation Services. Contact the site coordinator for applications and assistance in securing these cards. Exceptions to the use of retail state fuel contracts require a waiver from Transportation Services. Please note, fuel cards issued by the site coordinator for use in university-owned facilities are exempt from this requirement.

**21. FLEET RENTALS**

21.1 Transportation Services offers a limited number of vehicles available for daily, weekly and monthly rental. Vehicles include unlimited mileage 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.

21.2 Billing will begin at the time of pickup and end at the time of return as noted on the reservation. Contact Transportation Services for the current rental rates.

21.3 Vehicles can be returned to the Transportation Services storage lot if returned after hours, and the keys can be placed in the key drop by the door.

21.4 For 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, departments will be charged the cost of cleaning or repair. 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.

21.5 Daily Rental Request

21.5.1 Departments needing to rent vehicles from Transportation Services must complete an online [Vehicle Rental Request Form](#) and submit it for processing. Upon receipt of the request, the reservation will be made and the contact person will receive an e-mail confirmation with the reservation information. The 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 Transportation Services. If a vehicle is unavailable at the time of the request, the department will be referred to the state contract commercial vehicle rental agency.

21.6 Canceling Reservations

21.6.1 Reservations must be cancelled at least 24 hours prior to the pick-up time noted on the reservation. If the reservation is cancelled within the 24-hour period or once a vehicle has been picked-up, the department will be assessed a one-day charge. Cancellations may be made by calling (936) 261-1140, by e-mailing us at [transportationservices@pvamu.edu](mailto:transportationservices@pvamu.edu) or by fax at (936) 261-9727. 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.

21.7 Insurance

21.7.1 Liability insurance and comprehensive coverage plan 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 the Office of Business Affairs. 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.

## **22. VEHICLE STORAGE**

22.1 All university vehicles (cars, trucks, heavy equipment, golf carts, utility vehicles, etc.) must be stored in a secured manner.

Approved February 9, 2018

- 22.2 If the renting department does not have a method of securing the vehicle, the vehicle must be returned to Transportation Services at the close of business each day.
  - 22.2.1 Cars and trucks must be locked so that the vehicle is secure against theft; and,
  - 22.2.2 Golf carts, utility vehicles, etc., must be secured with a chain or cable lock through the steering wheel or from the body to a secure foundation.
- 22.3 Transportation Services will maintain one set of keys for each state-owned vehicle.

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**Related Statutes, Policies, Regulations and Rules**

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[Tex. Gov't Code, Ch. 2171 Travel and Vehicle Fleet Services](#)

[Council on Competitive Government](#)

[Office of Vehicle Fleet Management](#)

[System Regulation 21.01.08 Vehicle Fleet Management](#)

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**Appendix**

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[2016 Texas State Vehicle Fleet Management Plan](#)

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

[Texas A&M University System Records Retention Schedule](#)

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**Forms**

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For access to Transportation Services forms, please visit:  
<http://www.pvamu.edu/auxiliaryservices/transportation-services/forms/>.

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**Contact Office**

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Office of Transportation Services      936-261-1140

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