

**Texas Tech University  
Health Sciences Center**

**Vehicle Fleet Management  
Program**

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# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER VEHICLE FLEET MANAGEMENT PROGRAM

## **PROGRAM PLAN:**

The purpose of TTUHSC Vehicle Fleet Management Plan is to establish goals and objectives that provide guidance for compliance as specified in Government Code sections 2171.104 and 2158.001 and to state responsibilities for the vehicle fleet management program established under the Texas Tech University Health Sciences Center Office of Vehicle Fleet Management (TTUHSC OVFM). This plan establishes the authority for management of the TTUHSC vehicles so as to reduce its cost and increase its transportation benefit to the state government.

## **MISSION AND OBJECTIVES:**

This plan is established to ensure that each vehicle is maintained and operated in a safe and economical condition and is utilized so as to comply with the established [State of Texas Vehicle Fleet Management Plan](#). It is to provide goal objectives for procedures that will optimize vehicle use, improve efficiency, and reduce maintenance and operating cost of the TTUHSC fleet.

## **POLICY/PROCEDURE**

### **1. Definitions**

- a. Vehicle Fleet Manager – The designated individual responsible for planning, directing, managing, coordinating and supervising programs for the acquisition, assignment, utilization, maintenance and repair, replacement and disposal of the TTUHSC fleet. Serves as the primary contact with the State Office of Vehicle Fleet Management (OVFM).
- b. Vehicle Custodian – The appointed individual listed on inventory records as property

2.

4. **Driver Qualifications**

a. Qualifications for drivers of all motor vehicles owned, leased by, or loaned to TTUHSC are as follows:

- 1) Must possess a valid Texas driver license or license from another U.S. state or the District of Columbia appropriate for the class of vehicle being operated;
- 2) Must have held a valid driver license, as defined in (1) above, for at least two years and have attained 18 years of age. The two-year experience requirement may be satisfied by providing an English translation of the official driving record from the individual's home country or the equivalent thereof;
- 3) Must comply with annual driver record information check (or its equivalent);
- 4) Must achieve an "approved" status using the [Driver Rating Evaluation Form](#);
- 5) Must report all driving violations or convictions and any license revocations, suspensions, or reinstatements, following revocations or suspensions to their immediate supervisor within five business days of the occurrence. This

- d. DO NOT text message, read or compose e-mails, or use a handheld cell phone while operating the vehicle. A Bluetooth or other hands free device is acceptable;
- e. DO NOT pick up hitchhikers or transport family members or any other unauthorized passenger(s). Authorized passenger is defined in [HSC OP 77.08](#);
- f. DO NOT allow the vehicle to become unnecessarily dirty and present an unfavorable image to the general public;
  - a. DO NOT allow the number of passengers to exceed the authorized capacity of the vehicle (the capacity of a vehicle can typically be determined by counting the number of available seat belts);
  - b. DO NOT operate the vehicle unless all occupants are wearing the appropriate restraints;
  - c. DO observe all traffic rules and regulations; and
  - d. DO drive carefully, safely, and courteously.

When a vehicle is damaged through operator misuse or operated by a person under the influence of alcohol or narcotics, the department head employing the operator is to furnish a complete statement of the circumstances and a copy of the police report for the appropriate administrative action. The employee's supervisor will contact the OVF~~M~~ ia-13.8 ( ia2 ( of t)7.2 (h)-20.8 (e)6.5

[Vehicle Inspection](#) form. The Texas Comptroller's Office of Vehicle Fleet Management (OVFM) has established deadlines and mandates the timely submittal of data on the Vehicle Monthly Use Reports. Failure to comply will result in assessment of fines and notification to appropriate authority.

7. **Collision Reporting**

standing on a grade, turn the front wheels to the curb or side of the highway. Texas Transportation Code § 545.404. UNATTENDED MOTOR VEHICLE.

- b. Agencies should contact Texas Roadside Assistance (1-800-525-5555) when operating a state vehicle and in need of roadside assistance. Agency personnel should inform the operator that you are from a state agency and operating a state vehicle. Agencies should include this information in their roadside assistance operating procedures. Vehicles will not be left along highways or in any area where vandalism would be easily accomplished.

#### 10. **Motor Vehicle Procurement (including UVs and Golf Carts)**

- a. All motor vehicles purchased (new/pre-owned) and/or leased are subject to the procedures set forth in [HSC OP 72.11](#), Purchasing Motor Vehicles (see item 7. for delivery guidelines), [HSC OP 63.07](#) Vehicle Inscription and Painting, and TTUHSC OVFM review.
- b. Motor vehicles donated to TTUHSC must comply with color requirements, alternative fuel program, and vehicle use reporting. Donated vehicles must be in compliance with [HSC OP 02.03](#), Acceptance of Gifts and Grants from Private Philanthropic Sources, and [HSC OP 72.11](#), Purchasing/Leasing Motor Vehicles.
- c. All motor vehicles purchased from the surplus of other federal or state agencies are subject to the procedures established in [HSC OP 72.11](#), Purchasing Motor Vehicles and TTUHSC OVFM review.

#### 11. **Transfers/Deletions**

Vehicles may be transferred from one agency to another or from one department to another within the TTUHSC system with the approval of the TTUHSC OVFM. Transfer vehicles must be in sound mechanical condition and not increase the receiving agency or departmental vehicle inventory unless documented approval is obtained from the State OVFM. Refer to HSC OP 72.11, Purchasing/Leasing Motor Vehicles, covering additions to the fleet.

Additionally, any TTUHSC vehicle to be transferred or deleted from inventory must comply with the procedures established in [HSC OP 63.04](#) on Disposal of Motor Vehicles as Surplus Property (Item 3.a) and/or [HSC OP 63.10](#) on Property Management. The transferring/deleting department will provide a fully executed copy of the applicable paperwork to the TTUHSC OVFM.

#### 12. **Fleet Size**

TTUHSC has an established number of vehicles in its fleet set by the State OVFM. TTUHSC will not increase the size of the vehicle fleet except in cases of legislatively mandated program changes, federal program initiatives, or documented need resulting from program growth or changes. When additional vehicles are necessary, the vehicle custodian will provide a memo stating the need for the increase that has been approved by the appropriate vice president or dean to the TTUHSC OVFM. The department's request and TTUHSC OVFM's recommendation will be forwarded to the Vice President for Finance and CFO for approval before submission to the State OVFM for final approval.





The departmental vehicle coordinator is responsible for ensuring their TTUHSC vehicles have a current state safety inspection, vehicle emissions inspection, and alternative fuel tax decal, if applicable.

No TTUHSC vehicle will be in service unless it is in good operating condition.

Routinely wash vehicles to present a favorable image to the public.

The TTUHSC OVFM will monitor preventive maintenance for compliance. The Vehicle Custodian is notified of repeated non-compliance to have preventive maintenance performed.

Failure to comply with preventive maintenance notices could result in losing the privilege to

use the vehicle. The department will not be responsible for the cost of repairs or maintenance performed on the vehicle. The department will not be responsible for the cost of repairs or maintenance performed on the vehicle. The department will not be responsible for the cost of repairs or maintenance performed on the vehicle.

TTUHSC OVFM may determine that a vehicle is no longer in a safe operating condition or is cost-prohibitive to repair. The vehicle custodian will be notified that the vehicle should be removed from the fleet and possibly replaced.

If the department vehicle custodian does not want or cannot replace the vehicle as per the TTUHSC OVFM recommendations, the department must write a letter of justification explaining the position for retaining versus replacing to the TTUHSC OVFM for further review.

- h. Vehicle replacement criteria do not apply to the following:
  - 1. Law enforcement vehicles, including pursuit vehicles;
  - 2. Utility purpose vehicles such as “mules,” “gators,” or golf carts and forklifts;
  - 3. Wrecked vehicles; and
  - 4. Vehicles destroyed due to a natural disaster.

17. **Minimum Use Criteria**

Institutions of higher education are exempt from the minimum use criteria effective September 1, 2005.

18. **Departmental Vehicle Coordinators**

All vehicle custodians (department heads/directors/deans/chairpersons) are responsible for establishing a vehicle coordinator. The vehicle coordinator will be the main departmental contact for the TTUHSC OVFM. Contact OVFM for a change in vehicle coordinator.

19. **Training**

TTUHSC OVFM will provide reporting compliance training periodically to all applicable areas. In addition, training may be requested by individual departments on an as-needed basis.

20. **Fleet Fueling Policy**

- a. Unless specifically prohibited by manufacturer warranty or recommendations, all state vehicles operating on gasoline shall use regular unleaded gasoline. Higher

e. Fueling Credit Cards.

All fuel purchases for state vehicles must be made with the appropriate fueling credit card.

In addition to routine fueling needs, the card may also be used for vehicle repairs

22.

5. Developing and implementing institutional-level policies and procedures related to vehicle fleet management;
6. Observing and enforcing at the institutional level the statewide vehicle fleet

7.