## Fleet Management Plan UPPS No. 05.05.03

### Issue No. 5

### Revised Date: 10/07/2022

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### Next Review Date: 06/01/2024 (E4Y)

### Sr. Reviewer: Director, Facilities

### Management

### POLICY STATEMENT

### *Texas State University is committed to managing its vehicle fleet in the most effective and efficient manner possible, consistent with the university’s mission, state and federal regulations, and university policies and procedures.*

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## 01. SCOPE

01.01 This policy establishes guidelines for Texas State University fleet vehicle acquisition, use, and maintenance as required by the [State Vehicle Fleet Management Plan](https://www.comptroller.texas.gov/purchasing/docs/ovfm/state-fleet-plan.pdf) (SVFMP) administered by the [State Office of Vehicle Fleet Management](https://www.comptroller.texas.gov/purchasing/programs/ovfm/contact.php) (SOVFM).

## 02. DEFINITIONS

02.01 Fleet Manager – The director of Facilities Management will serve as the university's designated fleet manager.

02.02 Rental Vehicle – a vehicle rented daily or leased long-term from a commercial entity.

02.03 University Fleet – all university-operated vehicles or trailers used by its faculty, staff, students, and sponsored drivers. This includes vehicles maintained with state appropriated funds, regardless of origin of purchase funds or ownership.

02.04 Vehicle – any conveyance that can be legally operated and licensed for use on roads in the state of Texas.

## 03. RELATED POLICIES

03.01 Related policy statements pertaining to the procurement, use, and maintenance of university vehicles include:

a. [UPPS No. 05.02.02](http://www.txstate.edu/effective/upps/upps-05-02-02.html), Texas State Purchasing Policy;

b. [UPPS No. 05.05.02](http://www.txstate.edu/effective/upps/upps-05-05-02.html), Driver Selection; and

c. [FSS/PPS No. 05.02](http://policies.txstate.edu/division-policies/finance-and-support-services/05-02.html), Driving Safety Policy.

## 04. UNIVERSITY FLEET MANAGEMENT POLICIES

04.01 Policy Application

a. The [SVFMP](https://www.comptroller.texas.gov/purchasing/docs/ovfm/state-fleet-plan.pdf) states:

For institutions of higher education, the determination of fleet size (see Section 04.02), the state fleet consolidation requirement (see Section 04.04), and disposal of excess vehicles (see Section 06.03) apply only to vehicles purchased with appropriated funds.

b. All other sections of this policy apply to all university fleet vehicles.

04.02 Fleet Cap – The university will add new vehicles only to meet legislative mandates, federal program initiatives, and documented need resulting from program growth or changes and will abide by all other SOVFM rules and restrictions regarding fleet size and purchasing. Departments requesting increases in the university fleet cap should submit requests and supporting documentation through their vice president prior to forwarding to the fleet manager.

04.03 Vehicle Acquisition Decisions – The goal is to reduce the total cost of fleet operations by making informed vehicle acquisition decisions. Departments may purchase vehicles following the procedures outlined in Section 06.02. Departments should also consider alternatives to vehicle acquisition, including:

a. Leasing of Vehicles – Departments should perform a detailed buy-versus-lease study prior to entering into a lease arrangement to ensure the most cost-effective method of acquisition is utilized;

b. Rental of Vehicles – It is highly recommended that rentals be used only to meet temporary, short-term, or seasonal requirements;

c. use of golf carts and other off-highway vehicles instead of licensed vehicles where appropriate; and

d. mileage reimbursement for the use of personal vehicles when this option is more effective.

04.04 Fleet Consolidation – The university will conform to the state-mandated fleet consolidation policy. Fleet consolidation policy for vehicles with a manufacturer's Gross Vehicle Weight Rating (GVWR) of less than 8,600 pounds:

a. assigning a vehicle to an individual administrative head on a regular or daily basis requires submission of written justification to the fleet manager and approval of the president. The fleet manager annually reports approvals to the SOVFM.

b. The department will pool all vehicles not assigned to staff employees requiring regular daily use of vehicles for their duties, for use by all employees in that department.

c. The fleet manager requires documentation of all pooled vehicles.

d. Departments will forward the names of all employees assigned to vehicles for daily use to the fleet manager.

04.05 Vehicle Replacement Schedule – The following table details the replacement goals for each type of vehicle. Vehicles may be replaced if either their age or mileage replacement goal is surpassed and funding is available to acquire the vehicle replacement.

|  |  |  |  |
| --- | --- | --- | --- |
| Replacement Goals | | | |
| Vehicle Type | Purpose | Age | Mileage |
|  |  |  |  |
| Sedans, SUVs, and Wagons | Staff or Client Transport | 9 Years | 100,000 |
|  |  |  |  |
| Cargo Vehicle and Light Trucks | Cargo Hauling or Light Hauling | 10 Years | 110,000 |

Specialized equipment, such as heavy highway construction equipment or vehicles rated at over 8,600 pounds GVWR, do not fall under any of the above categories. Other criteria, such as hours in service or age, may make such equipment eligible for replacement.

**05. FLEET MANAGEMENT RESPONSIBILITIES**

05.01 Fleet Manager – The fleet manager may curtail department or individual use for vehicle misuse or for failure to comply with any of the requirements of this policy. The fleet manager will:

a. review and approve vehicle purchasing decisions;

b. review and approve vehicle replacement decisions;

c. review and approve maintenance decisions;

d. review and approve repair decisions;

e. review and approve vehicle assignment to and within university departments;

f. review and approve vehicle disposal decisions;

g. manage university vehicle fuel card contracts to ensure utilization of state contracts for designated purposes and acquisition of fleet fueling cards;

h. control university fuel purchase, restricting all fleet vehicles to regular unleaded fuel only, E-85 (ethanol), diesel, propane, compressed natural gas, or other approved alternate fuel;

i. review reported inappropriate state vehicle use and inform the accused department of such reports;

j. obtain fleet insurance cards and provide fleet insurance policy cards for all vehicles;

k. report vehicle accidents to Environmental, Health, Safety, Risk and Emergency Management office and disburse insurance proceeds for vehicle repairs;

l. review every driver’s Department of Public Safety (DPS) driving record initially, then annually thereafter (refer to [UPPS No. 05.05.02](https://policies.txst.edu/university-policies/05-05-02.html), Driver Selection for more information);

m. jointly receive vehicles with Materials Management and verify that vehicles are exactly as ordered;

n. submit fleet reports to the SOVFM as required;

o. obtain and retain state vehicle and trailer titles and license plates; and

p. manage the fleet vehicle GPS tracking system.

05.02 The Environmental, Health, Safety, Risk and Emergency Management office will:

a. monitor the fleet insurance contract and purchases insurance for all university vehicles; and

b. report accidents to the fleet insurance carrier.

05.03 Materials Management – jointly receives vehicles with Facilities Management Procurement staff and requests insurance from the above offices upon delivery of vehicles purchased.

05.04 Account managers and department heads must:

a. follow all policies and procedures outlined in this document;

b. ensure departmental drivers provide consent to vehicle GPS tracking, as well as receive approval as a fleet driving using the SAP Driver’s Application (see [UPPS No. 05.05.02](http://www.txstate.edu/effective/upps/upps-05-05-02.html), Driver Selection for more information);

c. ensure that staff assigned vehicles provide the fleet manager monthly mileage logs and receipts by the 15th of each month, unless otherwise notified by fleet manager;

d. ensure that staff assigned vehicles, or designee, deliver all vehicles, on the date assigned, for preventive maintenance to the Facilities garage or notify the garage (512.245.2831) and make arrangements for delivery on an alternative date;

e. ensure that all vehicle accidents are promptly reported to the fleet manager as prescribed in [FSS/PPS No. 05.02](http://policies.txstate.edu/division-policies/finance-and-support-services/05-02.html), Driving Safety Policy;

f. report to the fleet manager, vehicles assigned to individual drivers and document vehicles pooled by the department prior to September 30 of each fiscal year; and

g. retain gas receipts and vehicle use reports in accordance with [Records  
Retention Rule FCL840](https://alkek.library.txstate.edu/scripts/rrs/index.php?tsus=&series=VCL150).

05.05 Vehicle drivers and vehicle custodians must:

a. obtain approval as prescribed in [UPPS No. 05.05.02](http://www.txstate.edu/effective/upps/upps-05-05-02.html), Driver Selection, before operating a fleet vehicle;

b. follow the requirements for vehicle inspections as prescribed in [FSS/PPS No. 05.02](http://policies.txstate.edu/division-policies/finance-and-support-services/05-02.html), Driving Safety Policy;

c. maintain the vehicle logbook and submit the mileage report to the account manager monthly, unless otherwise notified by fleet manager;

d. load passengers and materials in a secure manner and ensure the vehicle is not loaded above vehicle capacity;

e. use regular fuel, unless otherwise instructed by the fleet manager;

f. report any traffic citations received in a university vehicle to the fleet manager;

g. report every accident in which they are involved when driving a university vehicle, as prescribed in [FSS/PPS No. 05.02](http://policies.txstate.edu/division-policies/finance-and-support-services/05-02.html), Driving Safety Policy. The fleet manager should receive accident reports immediately after all accidents; and

h. avoid tampering with, disabling, or removing installed GPS devices.

## 06. UNIVERSITY FLEET MANAGEMENT PROCEDURES

06.01 Authorized Use of a University Vehicle – The following items regulate and limit the use of university vehicles:

a. University Employees – Any university employee may use a university vehicle provided they qualify under [UPPS No. 05.05.02](http://www.txstate.edu/effective/upps/upps-05-05-02.html), Driver Selection.

b. Student Employees – All university work program students may drive a university vehicle if they qualify under [UPPS No. 05.05.02](http://www.txstate.edu/effective/upps/upps-05-05-02.html), Driver Selection.

c. Sponsored Drivers – Students, visitors, and volunteers not employed by the university may drive a university vehicle if they qualify under [UPPS No. 05.05.02](http://www.txstate.edu/effective/upps/upps-05-05-02.html), Driver Selection. This category of drivers must be sponsored by a department head. Sponsored drivers must also file an Automobile Use, Release, and Indemnity Agreement with their department head prior to driving a university vehicle.

d. Individuals may use university vehicles for official university business only.

e. Individuals may not use university vehicles for travel outside the continental boundaries of the United States without prior approval of the fleet manager. Such travel requires special insurance and documentation. Account managers or department heads must contact the fleet manager three weeks prior to the departure date to obtain the required documentation.

\*f. Fleet drivers may not use university vehicles for transportation to and from their home unless granted advance permission in writing by the president, or designee, in accordance with [Texas Transportation Code, Section 2113.013(b)](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstatutes.capitol.texas.gov%2FDocs%2FGV%2Fhtm%2FGV.2113.htm%23%3A~%3Atext%3D2113.013.%2Cexcept%2520on%2520official%2520state%2520business.%26text%3D(c)%2520A%2520state%2520agency%2520may%2Cwho%2520violates%2520Subsection%2520(a).&data=04%7C01%7Ccleriec%40txstate.edu%7Cf549e8336a324d2666d708d9ea44315e%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637798401210024725%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=kmEQVs5Bl9D2aDw1a51kUC0vLrilabrIwnzI955BXt8%3D&reserved=0).

06.02 Acquisition and Receipt of Vehicles and Trailers

a. Departments seeking to order vehicles and trailers must submit written justification for the purchase, including a cost-benefit analysis comparing purchase to leasing or spot rental of a vehicle, the name of the office, shop, or person assigned the vehicle, and an estimate of the annual mileage to the fleet manager. Departments should use the [Request for New Vehicle form](https://www.facilities.txst.edu/management/management-vehicles.html). The fleet manager will process all approved requests and obtain purchase price or bids prior to issuing the approval of the acquisition. Facilities Management Procurement section buyers will process all vehicle purchases; requests for departments to procure vehicles themselves must be approved by the fleet manager.

1. The U.S. Department of Energy (DoE) has levied alternate fuel requirements for state agencies with fleets of 20 or more vehicles, requiring that alternate fuel capable vehicles make up 75 percent of general purpose vehicles (those under 8,600 pounds GVWR) purchased in any given model year. The DoE also mandated that the alternate fuel be used if it is available. Texas State uses E-85, compressed natural gas, electricity, or propane as its alternate fuel sources. The fleet manager will determine the distribution of non-alternative fuel vehicle quotas for the university. Any change to the fuel type during the vehicle procurement process must be approved by the fleet manager prior to issuance of a purchase order.
2. All university-owned trailers will have titles and license plates issued. All state exempt licenses and titles will be secured by the fleet manager. Original titles will be retained by the fleet manager.

b. All purchase orders for vehicles must include the following statement: "Ship to Facilities Garage." The Materials Management department at the Central Warehouse and Facilities Management will jointly receive new vehicles and hold them until the fleet manager processes the title and the Environmental, Health, Safety, Risk and Emergency Management office obtains insurance. Facilities Management Garage staff will decal, number, and inspect vehicles prior to sending them to departments.

06.03 Vehicle Disposal – [UPPS No. 05.01.02](http://www.txstate.edu/effective/upps/upps-05-01-02.html), University Surplus Property (Equipment and Consumable Supplies) states the manner in which to dispose of vehicles. Facilities will prepare vehicles to remove all university markings, as well as license plates while ensuring the maximum sale price.

06.04 Vehicle Maintenance

a. The fleet manager must service all vehicles unless alternative service methods are approved in writing:

1) the fleet manager provides service to all Education and General (E&G) funded Facilities’ sections at no cost; and

2) the fleet manager will charge all other departments for service, maintenance, and repairs.

b. All university departments, including those approved to service vehicles at alternative locations, and personal assigned fleet vehicles must report all vehicle-related activities monthly.

c. The fleet manager will maintain a preventive maintenance schedule for all vehicles serviced through the Facilities' fleet maintenance shop and will provide scheduled services to those vehicles.

d. The fleet manager will maintain warranty information on all vehicles and coordinate all warranty service required during the life of each vehicle warranty. Departments will inform the fleet manager of needed service during the warranty period.

e. The fleet manager will maintain usage and maintenance records on all vehicles owned by the university and report this information to the SOVFM as prescribed in the [SVFMP](https://www.comptroller.texas.gov/purchasing/docs/ovfm/state-fleet-plan.pdf).

06.05 Fleet Vehicle GPS Tracking Program

a. The fleet manager will install GPS tracking devices when cost

effective.

b. Departments will be provided with tracking software access to allow

monitoring of assigned vehicle activity.

c. The fleet manager will use mileage data derived from the GPS tracking

program to capture vehicle end-of-month mileage, establish usage and maintenance trends, and monitor fleet for misuse.

## 07. REVIEWERS OF THIS UPPS

07.01 Reviewers of this UPPS include the following:

Position Date

Director, Facilities Management June 1 E4Y

Director, Environmental, Health, June 1 E4Y

Safety, Risk and Emergency

Management

## 08. CERTIFICATION STATEMENT

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Director, Facilities Management; senior reviewer of this UPPS

Associate Vice President for Facilities

Vice President for Finance and Support Services

President