

TEXAS A&M UNIVERSITY-TEXARKANA

FLEET MANAGEMENT PROGRAM

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VEHICLE FLEET MANAGEMENT PROGRAM

I. PURPOSE

The Texas Office of Vehicle Fleet Management (OVFM) was directed by the Texas Legislature to develop a plan for managing the state's vehicle fleet (House Bill 3125, 76th Legislature). The OVFM developed the State Vehicle Fleet Management Plan (the Plan), which directs all state agencies/institutions to adopt policies or procedures to implement the Plan by February 28, 2001.

This Vehicle Fleet Management Program ensures that Texas A&M University-Texarkana is in compliance with all applicable areas of the Plan. This program also addresses vehicle issues pertinent only to A&M-Texarkana. This comprehensive program will help reduce costs and improve the overall efficiency of maintaining and operating A&M-Texarkana vehicles.

II. INTRODUCTION

A&M-Texarkana currently owns (9) vehicles. There are two pool vehicles that are used by staff and faculty on an as-needed basis, a seven passenger van and an F-150 Ford pickup. The Physical Plant has four assigned vehicles; Admissions has a large dually pickup to haul the Eagle Express and is NOT available for general use, and the University Police Department (UPD) has two police cars. A state surplus HUMMER is also assigned to the UPD, however, it is not a state purchased vehicle.

III. RESPONSIBILITIES

The University Police Chief shall be designated as the A&M-Texarkana vehicle fleet manager and shall make all fleet management decisions consistent with OVFM Plan guidelines. The Fleet Manager shall be responsible for the collection and reporting of vehicle use data to the OVFM. He shall also be the institution liaison with OVFM, which would include responding to inquiries about A&M-Texarkana vehicles, preparing waiver requests and conducting any other business with the OVFM. He shall also be responsible for the following:

- Vehicle purchasing decisions
- Vehicle replacement decisions
- Maintenance decisions
- Repair decisions
- Disposal decisions
- Vehicle assignments
- Vehicle safety concerns
- Review of reported abuses of state vehicle use
- Review cause of accidents involving A&M-Texarkana vehicles with the Environmental Advisory Council.

IV. MAINTENANCE / REPAIRS

Presently, A&M-Texarkana is a small university with only (9) state-owned vehicles. Consequently, we do not have our own vehicle maintenance facilities and must use local vendors for all preventive maintenance and repairs. The Fleet Manager is responsible for all maintenance activities, which includes ensuring all aspects of monitoring and compliance with

this plan is carried out. A program is in place to track mileage to ensure routine preventive maintenance is carried out promptly as well as tracking for warranty and parts maintenance after new vehicles are purchased. A&M-Texarkana follows vehicle manufacturer's recommendations for all regular preventive maintenance. Re-refined oil is used for all oil changes per state guidelines.

V. FUELING POLICY

A&M-Texarkana has always followed state fueling policies and will continue to do so in the future. A&M-Texarkana uses a state retail fuel contract with Voyager. All A&M-Texarkana vehicles must use regular unleaded gasoline and refueling must be done at self-service pumps.

VI. VEHICLE DISPOSAL/REPLACEMENT

Pursuant to the state OVFM Plan, A&M-Texarkana will maintain a maximum of (9) vehicles at this time. In the future, as the University expands, our vehicle needs could change dramatically, and new maximum vehicle limits will have to be established with the OVFM.

A&M-Texarkana will follow new state vehicle replacement guidelines, when applicable, in an attempt to minimize fleet capital and operating costs. While most of our vehicles should be replaced according to state guidelines, several can probably be retained for longer periods of time due to the nature of their use. Each vehicle will be evaluated on an individual basis, as to mileage driven, maintenance costs and the particular use of the vehicle. If a vehicle is determined to be at a point where it has become cost prohibitive to maintain, it shall be disposed of as quickly as possible following GSC surplus property guidelines. The following tables represent the OVFM Plan that A&M-Texarkana will follow as closely as possible.

Vehicle Type	Purpose	Replacement Goals	
		Age	or Mileage
Sedans and wagons	staff or client transport	6 years	90,000miles
Light trucks and SUVs (8,600 GVWR or below)	basic transport, light hauling	6 years	100,000 miles
Passenger vans	staff or client transport	6 years	100,000 miles
Cargo vans	cargo hauling	8 years	100,000 miles

VII. DRIVING A&M-TEXARKANA VEHICLES

A&M-Texarkana vehicles are State owned and must be driven in accordance with state policy and procedure. State-owned vehicles are only to be used for official business. Any A&M-Texarkana employee who may be required to drive a A&M-Texarkana vehicle shall possess a valid driver's license and shall have a driver's history check run by the Fleet Manager/Police Chief. The Fleet Manager/Police Chief shall create a file to include each employee's driver history. The employee shall be assigned a driver rating as indicated below.

An employee must have a rating of 1 or 2 before being allowed to drive an A&M-Texarkana vehicle. Driver history checks will be updated on an as-needed basis.

Student employees are **ONLY** authorized to drive University vehicles if it is part of their job duties and must be in the course and scope of *their* employment. Student employees are **NOT ALLOWED** to transport other students on trips away from A&M-Texarkana.

Authorized passengers would include: A&M-Texarkana staff, faculty, students, Texas A&M University System Officers and other officials approved by the A&M-Texarkana President. Staff, faculty and students are not allowed to bring family members or friends along on business/club trips in A&M-Texarkana vehicles.

No student shall be allowed to drive an A&M-Texarkana vehicle, except in an emergency situation where the staff/faculty driver is incapacitated, due to injury or illness, preventing him/her from safely continuing to operate the vehicle. In the event a student operates an A&M- Texarkana vehicle in an emergency, the student must possess a valid drivers license.

Driver rating scale (based on last 3 years of driving experience)

- 1 **SUPERIOR** - no citations or accidents
- 2 **GOOD** - no more than 1 moving traffic citation and one motor vehicle accident (not-at-fault)
- 3 **MARGINAL** – no more than 2 moving traffic citations or 2 motor vehicle accidents (not-at-fault) or 1 at-fault motor vehicle accident. The employee must attend an approved driver education class before being allowed to drive an A&M-Texarkana vehicle again.
- 4 **PROBATIONARY STATUS** – anything more than a marginal rating. A six-month probationary period is in effect, and a driver’s history will be run at the end of the six-month period before the employee is allowed to drive again. An approved drivers education course will also be completed before the employee can drive an A&M-Texarkana vehicle in the future.
- 5 **UNACCEPTABLE** – Any employee who has any of the below-listed convictions on his/her driver's history shall not drive an A&M-Texarkana vehicle:

Drivers license is suspended or revoked
More than three (3) accidents in the last 3-year period (this would not include accident where your vehicle was parked)
One or more Type A violations in the last three years

Type A Violations

1. Driving while intoxicated
2. Driving under the influence of drugs
3. Aggravated assault with a motor vehicle
4. Operating a vehicle without the owner’s consent
5. Permitting an unlicensed person to drive
6. Reckless driving

7. Speeding contest (drag racing)
8. Hit and run accident
9. Any felony offense arising out of the use of a vehicle

VIII. DRIVING ON STATE BUSINESS

A&M-Texarkana employees drive A&M-Texarkana owned vehicles, rental vehicles or their own personal vehicles for a variety of reasons while traveling on state business. Staff/faculty attend training sessions and conferences in nearly every corner of the state. It would be extremely difficult to mandate using a particular vehicle for every business trip that must be made. Occasionally, due to time constraints or distance, employees must fly to one location and then rent a vehicle for use while there. Some employees may travel to another city on business and then remain in that city on personal business, which necessitates their driving their own vehicle instead of a University van. A&M-Texarkana has only (1) van, and it is reserved on a first come/first serve basis. Occasionally an employee may have to drive his/her own vehicle if the University van is already reserved. Due to the above-stated reasons, A&M-Texarkana cannot set a standard defining every situation as to when and which vehicle employees can drive, but we will provide suggestions as to vehicle usage.

1. **A&M-Texarkana pooled van - Employees** are encouraged to use University vehicles when traveling on state business if one is available. The Van is available for employee use and if they aren't utilized enough to make them cost-effective, A&M-Texarkana cannot justify retaining the Van or purchasing new vehicles in the future. While there are no restrictions as to the minimum amount of people going on a trip before someone can drive the pooled van, it is suggested that at least two or more persons make a trip together before tying up a large vehicle on a multi-day trip.
2. **Personal Vehicles** – Employees traveling on state business must occasionally drive their personal vehicle. Employees should be aware of the fact that while traveling on state business in their personal vehicle, any claim made pursuant to an accident involving the employee's personal vehicle would not be covered under the System's fleet policy. The employee's individual auto insurance policy would be the primary source of coverage. A&M-Texarkana would be responsible for any judgment or settlement amount beyond the employee's personal policy limits. A&M-Texarkana reimburses employees for mileage driven in their personal vehicle while driving on state business. Included in the calculation for mileage is a reimbursement for additional insurance expense. Some insurance companies charge higher rates when a personal vehicle is used for business purposes. Employees driving their personal vehicles should confirm their insurance coverage with their respective insurance carrier before driving it on state business.

Employees can drive their personal vehicle while on state business when:

- No A&M-Texarkana vehicle is available
- When the employee is traveling in conjunction with days off and intends to conduct personal business before returning
- When a spouse accompanies the employee to the conference/training city which negates him/her from driving a university vehicle
- When only one person is traveling on a multi-day trip, and it would needlessly tie up a van that can transport at least seven (7) persons, especially if other groups have shown an interest in using the van during the same time span

IX. ACCIDENTS

Any employee involved in an accident while driving an A&M-Texarkana vehicle shall report the incident to his/her supervisor as soon as possible. The supervisor shall, in turn, report the accident to the Fleet Manager/Police Chief as soon as possible. The Fleet Manager/Police Chief shall report the incident to the insurance carrier and coordinate the repair process. The A&M-Texarkana Environmental Advisory Council shall review the accident and submit a report to the A&M-Texarkana President. Insurance information, as well as the below information on what to do if you are involved in an accident, can be located on laminated cards in the brown folders located in each vehicle.

If you are involved in an accident:

- Stop immediately
- Turn on emergency flashers
- Send for help; don't go yourself unless necessary; have someone call police and medical help if necessary
- Provide the police with insurance information which is located in the glove box of each vehicle
- Get the police report number from the officer
- Get the police officer's name and badge number
- Obtain the other driver's name, address, phone #, make and model of vehicle, license number, insurance company (name, address, and phone#)
- If your vehicle is disabled, get the name, address and phone number of the wrecker company who picks up the vehicle
- Notify your supervisor as soon as practical
- Fill out an "Incident or Injury Report" upon return to the campus and forward to the Fleet Manager/Police Chief within two working days
- If you are out of town and are involved in an accident that disables your vehicle, use your state or personal credit card to rent a vehicle that meets the basic needs of the group or individual. Be advised A&M-Texarkana state credit cards have a \$200.00 limit.

X. VEHICLE CHECK-OUT PROCEDURES

At present, A&M-Texarkana has one van, and one truck available for business use by employees. There are also two Enterprise vehicles for rent through the Enterprise website. The van is an eight-passenger vehicle. The F-150 is NOT to be used for student trips and should only be used if nothing else is available and the President is not scheduled to use it. The A&M-Texarkana vehicles will be used on a rotating basis to prevent excessive mileage on any one vehicle. The Administrative Assistant to the Vice President for Finance and Administration is responsible for taking vehicle requests, making vehicle assignments, maintaining vehicle keys and checking vehicles in and out. Any employee wishing to utilize an A&M-Texarkana vehicle shall contact the Administrative Assistant at 3111 to reserve a vehicle. Vehicle reservations will be made on a first-come, first, serve basis. The Administrative Assistant will give the employee checking out a vehicle a trip manifest form. This form will be filled out just prior to departure to ensure that there is an accurate account of all persons going on each trip and which department will be billed for the use of the vehicle. Beginning

and ending mileage will be recorded on the Trip Manifest Form. The Administrative Assistant will forward the Trip Manifest Forms to the Accounts Payable Dept. at the end of each month along with all gas receipts. When checking out a vehicle, the employee shall be given a bag which shall contain: two sets of keys to the vehicle, a gas card, and a mileage booklet to record daily mileage, fuel purchases and the location driven to. **The mileage booklet must be filled out completely for each day of the trip. An insurance card and instructions of what to do if involved in an accident can be located in the brown folder in each vehicle.**

XI. Driver License Status

Drivers who have a marginal or probationary status rating must attend an approved, driver safety course before being allowed to drive an A&M-Texarkana vehicle. Currently, approved driver safety classes are held at Texarkana College. Drivers must provide a copy of their driver safety certificate to the Fleet Manager before being taken off probation and being allowed to drive an A&M-Texarkana vehicle.

