



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

**HSC OP:** 63.01, **TTUHSC Vehicle Rental**

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish guidelines for the rental of vehicles from the General Services, Lubbock, TTUHSC Office of Vehicle Fleet Management (OVFM) located in BA 112 (743-2090).

**REVIEW:** This HSC OP will be reviewed on August 1 of each even-numbered year (ENY) by the Director of General Services, with recommendations for revision forwarded to the Executive Vice President for Finance and Administration by August 15.

### **POLICY/PROCEDURE:**

#### **1. Hours of Operation.**

- a. The TTUHSC General Services office will be open Monday through Friday from 8:00am to 12:00pm and from 1:00pm to 5:00pm, excluding TTUHSC holidays and partial staff days.
- b. Departments requesting the use of motor vehicles on days the TTUHSC General Services office is closed must make arrangements to obtain the vehicle between 4:00 and 5:00 p.m. the preceding day.
- c. If a vehicle is returned after hours, it should be returned to its designated parking area and the keys returned to the Police Department in the TTUHSC East Wing Basement (BA 104).

2. **Insurance.** No TTUHSC vehicle shall be driven or rented from the motor pool by an individual who is not currently listed on the TTUHSC insurance policy. An individual must be approved prior to driving a state-owned vehicle. An employee who is not currently listed on the TTUHSC insurance policy must complete the Driver Approval Request on the TTU website at <http://www.depts.ttu.edu/opmanual/OP80.07A.pdf> and then forward it to the TTUS Office of Risk Management (TTUS ORM), TTU M/S 2003. This completed form must be RECEIVED by the TTUS ORM 12-14 working days prior to when a vehicle is needed from the motor pool.

When approval has been obtained, the TTUS ORM will notify the requesting department. The department may then proceed with the rental or employee usage.

#### **3. Check-out Procedure.**

- a. Authorization for Vehicle Dispatch.

A properly executed and completed REQUEST FOR TRANSPORTATION form, available at <http://www.ttuhscc.edu/gs/transportationservices> must be received by TTUHSC General Services office prior to the vehicle being dispatched. Send the form General Services, 3601 4<sup>th</sup> St., Stop 9012, Lubbock, TX 79430-9021, or Fax 806-743-2759. Regional campuses may use this policy for local vehicle rentals, and please submit forms to regional office if applicable.

Authorization – Signature of department head. If the department head is not available, the signature of the person authorized to sign in the absence of the department head is required. The authorization denotes certification that the requested vehicle will be used only in the conduct of official TTUHSC business and that the driver has received approved driver status. The use of a state vehicle for any other purpose is prohibited (per Article 15, Section 6, State Constitution). Official TTUHSC business does not

include use by students' associations or organizations.

- b. First-Come, First-Served Operation. The TTUHSC General Services office is a first-come, first-served operation; vehicle reservations should be made as far in advance as feasible. Vehicles may be dispatched for any length of time. When available, the newer vehicles will be issued for trips which exceed 100 miles.
- c. Cancellations. If there is a reservation cancellation, it must be made two days in advance, or there will be a charge of one-half the daily rate for the period of the original request.
- d. Drivers of Rented Vehicles.
  - (1) Students who are not TTUHSC employees may operate TTUHSC vehicles only for business purposes. Refer to HSC OP 77.08, Student Travel Policy, for further information.
  - (2) The driver of a rented vehicle must have a valid license for the type of vehicle being driven. The minimum required license for operating the class of vehicles in the rental fleet is a Class C:
    - (a) As mandated by Texas Education Code Sec. 51.950, there are additional qualifications for drivers of 15-passenger vans. All drivers must have successfully completed an approved 15-passenger driver-training course. A copy of the certificate obtained at the time of successful completion of the course must accompany the "Request for Transportation" form. Persons checking out the van must list the full name of any/all drivers. Any person checking out a 15-passenger van will be responsible to ensure that no one will be allowed to drive other than those that have been certified as having completed the training course. Rental will be denied without verification of training. All occupants of 15-passenger vans must wear seat belts at all times.

The National Highway Traffic Safety Administration (NHTSA) has issued a cautionary warning to users of 15-passenger vans. Because of a high rollover rate in single vehicle crashes, it is important that experienced drivers operate these vans. Risks are also decreased by reducing the occupant number to fewer than 9 passengers.
  - (3) The Texas Department of Public Safety, when issuing a driver's license, will indicate on the license the type or general class of vehicle the licensee may drive. For all license classifications see Texas Transportation Code, Sec. 521.081 through 521.085.
  - (4) State Transportation Code Sec. 545.413 requires seat belts to be used at all times that a vehicle is in operation.
  - (5) The driver shall NOT use a cell phone, other types of communication devices, or other electronic equipment when the vehicle is moving. These types of items should be used only when the vehicle is stopped and pulled safely off to the side of the road and parked.
  - (6) The rental vehicle is considered a TTUHSC facility and the driver will comply with all applicable HSC policies including HSC OP 10.19, Tobacco Free Environment.
  - (7) The rental vehicle is part of the TTUHSC Fleet and the driver is responsible for complying with applicable portions of HSC OP 63.03, including no alcoholic beverages, no hitchhikers, no family members, and driving safely and courteously.
  - (8) Any driver may be asked to submit to a "for cause" screen in compliance with

HSC OP 70.39, Drug-Free Workplace Policy, when there is any accident causing injury to anyone, damage to property of TTUHSC or others, or when the driver received a traffic citation as a result of an on-the-job motor vehicle accident. If the individual refuses, the individual will be subject to disciplinary action up to and including termination.

4. **Vehicle Rental Rates.**

Rates are published on the General Services website at <http://www.ttuhs.edu/gs/transportationservices>.

5. **Additional Charges.**

The TTUHSC General Services office holds the renting department responsible for the safe return of the vehicle in the same condition as it was rented. Each vehicle will be inspected before each use and upon return. Any damage or abuse, except normal wear and tear, will be repaired and/or replaced and the responsible department charged. Renting department may be held responsible for all expenses not covered by insurance, including deductibles.

6. **Fuel.**

- a. Vehicles will be serviced and fueled prior to dispatch and refueled upon return.
- b. The TTUHSC General Services office will issue a ComData credit card to the customer department. Each credit card will be number-coded specifically to the vehicle being dispatched and will be used to purchase fuel and maintenance while on the road. The department head, or authorized delegate, will sign for the credit card prior to departure, and will be responsible for proper use and disposition until they are returned. Lost or stolen cards should be reported immediately by phone to the TTUHSC General Services office at (806) 743-2090.
- c. Only the purchase of self-serve fuel (minimal grade of fuel type required for each vehicle) is authorized. At the time fuel is purchased, credit card vouchers (tickets) should show a legible signature and be annotated with the vehicle license number by the vehicle operator, as well as the quantity of gas and oil purchased. The customer's copy of credit card purchase vouchers should be submitted to the Vehicle Rental office/General Services office when the credit card and vehicle are returned.
- d. All fuel expense (credit card charges and end of trip refuel) will be charged to the customer department.

7. **On-the-Road Service.**

- a. Departments taking long mileage trips or extended daily use may find it necessary to have the vehicle serviced while on the road using the issued credit card. The schedule for this regular maintenance work follows:

3,000 Driven Miles or 90 Days

- (1) Change crankcase oil;
  - (2) Replace oil filter;
  - (3) Grease chassis;
  - (4) Check all gear boxes and bring fluid to proper level;
  - (5) Check radiator and bring fluid to proper level;
  - (6) Check air pressure in all tires (according to specs); and
  - (7) Check air filter (replace as needed).
- b. When the above service is necessary, the using department must bring an itemized invoice of parts and labor with the credit card receipt to the TTUHSC General Services office.

## 8. Emergency Repairs.

- a. It may be necessary to have emergency repairs to TTUHSC vehicles while operating away from Lubbock. Within a 50-mile radius of Lubbock, the driver of the vehicle should contact the TTUHSC General Services office at (806) 743-2090 or at the emergency contact number provided at vehicle dispatch for assistance in determining whether it would be best for a wrecker to tow in the vehicle or have it repaired in the field. In some instances, and when beyond the 50-mile radius, it may be more practical to have those repairs done in the field.
- b. Outside of TTUHSC General Services normal business hours, emergency repairs not to exceed \$750 are automatically authorized if using ComData card. Repairs should be accomplished by an authorized dealer under existing warranty, where applicable. Applicable warranties are kept in the glove pocket of the vehicle concerned, along with a copy of the vehicle registration and insurance papers. When required repairs are not covered by warranty, an itemized invoice listing parts and labor charges must be signed by both the agency performing the work and the vehicle driver.
- c. The ComData credit card provided by the Vehicle Rental office has a daily charge limit of \$750. Any expenses in excess of daily maximum require authorization. Call the TTUHSC General Services office at (806) 743-2090 to obtain an exception to the daily maximum. Phone contact cards will be issued if intended use will be overnight or weekend.
- d. Upon receipt of authorization, have the work accomplished using the assigned credit card and return the itemized invoice, listing the parts and labor charges and signed by both the agency doing the work and the vehicle driver, to the TTUHSC General Services office.

## 9. Vehicle Monthly Use Reports.

- a. Reporting. Texas Government Code § 2203.001 provides that a person using a vehicle owned by a state agency, regardless of purpose, will make a written report of such use. This report must be entered daily in a form similar to the standard form entitled Monthly Use Report, available on the General Services website at <http://www.ttuhs.edu/gs/transportationservices>. A separate report must be made each day the vehicle is in use. The updated report should be returned with keys and clipboard after vehicle use. If rental spans the end of a month, form must be sent to TTUHSC Office of Vehicle Management, 3601 4<sup>th</sup> St., STOP 9012, Lubbock, TX 79430-9012, Fax 806-743-2759, Phone 806-743-2090 before the 5<sup>th</sup> of the following month. The report should show the purpose for the vehicle's use, the mileage driven, the amount of gasoline and oil purchased, passengers carried, the number of trips (to and from home base), and such other information as may be necessary to provide a proper record of the use of the vehicle. Specific instructions for maintaining the log book are as follows:
  - (1) The vehicle Monthly Use Report must be kept in the vehicle at all times. A new report form should be provided before one is entirely used so that any person using the vehicle can promptly fill in a report of his/her trip.
  - (2) Each person using the vehicle is required to make daily entries as follows:
    - (a) Odometer Reading - Record daily the ending odometer reading on the corresponding date line and record the destination/purpose in the designated column. Do not report reading with tenths of a mile. Always include previous log form ending odometer reading or previous month's ending odometer reading in the top section.
    - (b) Fuel Consumption - Record the gallons including tenths and total cost of fuel purchased on the corresponding date line in the designated area.

- (c) Maintenance/Other Expense – Attach legible copies of expense to Monthly Report Form.
  - (d) Customers are encouraged to report, either verbally at the time the vehicle is returned or by noting on the log, any minor problems observed. Such reporting will facilitate vehicle servicing.
- b. Record of the State. This report is an official record of the state and is subject to inspection by any official of the state that is authorized to audit or inspect claims, accounts or records of any state agency.
- c. Penalty for Failure to Make Report. A person using any vehicle owned by a state agency for any purpose who fails to make and file a report for such use as required within ten days after the use of the vehicle will be fined not less than five dollars (\$5.00) and not more than one hundred dollars (\$100.00). (Government Code §2203.001) The respective dean or vice president will also be advised.

## 10. Accident Reporting.

The following procedures should be followed whenever a TTUHSC vehicle is involved in an accident, regardless of the extent of damage:

- a. Immediate Action:
1. Stop immediately - notify the proper law enforcement agency so that an official report will document the accident. Drivers should cooperate with police without volunteering extra information. Provide name, address, license number, vehicle registration, employer name and insurance carrier only. Damaging admissions can be used in court later. Exchange information with the other driver, including: name, addresses, phone numbers, license plate number, driver's license number, location, time, and insurance companies. Don't just rely on the police report.
  2. Take necessary steps to prevent another collision or accident.
  3. Call a doctor, ambulance or emergency medical team, if necessary. Render aid to the injured until help arrives.
  4. Look around for witnesses. Obtain names and addresses of all witnesses and ask that they each complete a witness statement in vehicle accident package (<http://www.ttuhs.edu/HSC/OP/op76/op7634c.pdf>) . If there are no witnesses, make notes as accurately as possible and in complete detail. Draw any diagrams that may be helpful later.
  5. Secure information required to complete the accident report and Accident Investigation form from HSC OP 76.34 found in the vehicle.
  6. Write everything down in extreme detail following the accident. These notes may prove crucial later if the case goes to court. Note anything suspicious about the surroundings, the other car and its occupants, and the type of accident.
  7. Provide all required information to the law enforcement officer.

All accidents involving a TTUHSC vehicle must be documented according to the procedures established in HSC OP 76.34, Accidents Involving TTUHSC Vehicles, located at <http://www.ttuhs.edu/HSC/OP/op76/op7634.pdf> . Copies of the Accident Report form and instructions for completing the form will be available in each vehicle. Copies must be submitted to both the TTUS Office of Risk Management, Box 42003, TTU M/S 2003, Lubbock, TX 79409-2003, Fax 806-742-3020, Phone 806-742-3018; and the TTUHSC Office of Vehicle Management, 3601 4<sup>th</sup> St., STOP 9012, Lubbock, TX 79430-9012, Fax 806-743-2759, Phone 806-743-2090.