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 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.

   b. **Vehicle Custodian** – The appointed individual listed on inventory records as property custodian (department head/director/dean/chairperson).

   c. **Vehicle Coordinator** – The individual appointed by the property custodian to coordinate all Monthly Use Reports (Attachment B), purchases, transfers and deletions. Serves as primary contact with the TTUHSC vehicle fleet management office.

   d. **Vehicle Operator** – The individual who operates the TTUHSC vehicle.

2. Personal Use/Misuse

   As set forth in the Government Code, Section 2203.004 and Penal Code, Chapter 39, no state owned/leased vehicle shall be used for personal reasons. State vehicles cannot be used for commuting to and from work. If a state vehicle is being used for a trip out of town, the vehicle custodian may allow an employee to drive the vehicle home, if such use is fiscally prudent for the institution. Refer to HSC OP 61.01, Use of TTUSHC Facilities, Equipment, Supplies, and Services for Private Purposes Prohibited, for additional guidance.

   Misuse of a state vehicle is a state jail felony or a felony in the third degree dependent on the value of the vehicle.
3. **User Authorization**

The department head to which the vehicle is assigned will authorize and document the use of each institutional vehicle. Such use will be confined strictly to faculty, staff, and students conducting official business for the institution directly relating to the academic, research, and/or administrative responsibility of the department involved.

The vast majority of property damage, personal injury, and death from motor vehicle collisions are directly attributable to driver error. It is a privilege and a serious responsibility to operate an institutional vehicle, particularly when there are passengers involved. For this reason, the institution reserves the right to be highly selective in approving faculty, staff, and student drivers of institution owned, leased, borrowed, or rented vehicles.

All drivers must possess a valid Texas driver license or license from another state or the District of Columbia appropriate for the class of vehicle being operated and be approved by the TTUS Office of Risk Management (ORM). The TTUS [Driver Approval Request](#) shall be used for this purpose. This form must be completed, signed, routed as instructed thereon, and approval granted BEFORE a driver operates a university-owned, leased, borrowed, rented vehicle, or utility vehicle. The TTUS ORM will use the information contained in the three-year driver license record provided by the appropriate state agency, apply the criteria for students referenced in [HSC OP 77.08](#), and the rating system in the [Driver Rating Evaluation](#) form to determine whether driving privileges will be approved or denied.

All approved drivers will be subject to an annual driver record information check (or its equivalent) through the appropriate state licensing agency and approval renewal to ensure each operator continues to possess a valid operator’s license and has a motor vehicle record consistent with continued approved driver status. The department will coordinate with the TTUS ORM for renewal or removal of approved driver status using the Driver Management section of [https://apps.texastech.edu/vos/](https://apps.texastech.edu/vos/). All associated costs will be the responsibility of the department requesting driver approval.

If a position requires the employee to utilize a Class A, B or Commercial Driver License (CDL), those individuals must comply with [HSC OP 70.41](#), Drug and Alcohol Testing for Safety Sensitive Positions Requiring a Commercial Drivers License. If an employee’s position requires them to operate a motor vehicle, failure to maintain approved driver status will result in administrative action and/or termination.

4. **Driver Qualifications**

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

1) Must possess a valid Texas driver license or license from another 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 includes violations, convictions, suspensions, and revocations that result from driving a privately owned vehicle. Approval to drive a university vehicle may not be granted for one year following reinstatement of a revoked license; and
6) Must not have had any convictions for driving while intoxicated, driving under the influence of alcohol or drugs, or reckless driving in the five years immediately preceding the date of the Driver Approval Request.

b. Additional qualifications for drivers of vans equipped for 15 passengers or extended cargo:
   1) Must be at least 20 years of age and have held a valid license, as defined in 4.a above, for at least two years;
   2) Must successfully complete a 15-passenger driver training course;
   3) Must successfully complete a 15-passenger refresher training annually
   4) Must not have more than one moving violation in the last 18 months;
   5) Must successfully pass an annual drug screen; and
   6) Must complete the 15-Passenger Van Inspection Checklist for each trip. The inspection checklist should be kept in the vehicle for the duration of the trip.

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.

5. **Operator Conduct**

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 and HSC OP 10.30, Regulations for the carrying of concealed handguns by license holders.

Those who operate a TTUHSC vehicle represent the institution to the general public. The image conveyed does affect the institution, therefore:

   a. **DO NOT** use TTUHSC vehicles for personal transportation or business;
   b. **DO NOT** allow alcoholic beverages or illicit drugs to be consumed or illegally transported in any TTUHSC vehicle;
   c. **DO NOT** smoke or allow any passenger to smoke in any university vehicle. TTUHSC prohibits tobacco use in a state vehicle;
   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 OVFM immediately. Any driver may be asked to submit to a “for cause” screening in compliance with HSC OP 70.39.

Citations for all parking and traffic violations will be the personal responsibility of the operator. Vehicle operators must notify their supervisors and vehicle coordinator when they have received any type of citation relating to vehicle operation (on-the-job and off-the-job).

6. **Vehicle Monthly Use Reports**
   
a. Government Code, Section 2203.001 requires that each operator of a state-owned motor vehicle make a daily report of use on the vehicle Monthly Use Report (Attachment B).

b. The report will show the purpose for which the vehicle was used, miles traveled, amount and type of fuel added, oil added, driver, passengers carried, and other information as may be required to provide a record of vehicle use and maintenance performed. All vehicle maintenance will be reported by submitting originals of legible copies of work orders, invoices or receipts. Refer to Attachment C for compliance tips.

c. If the vehicle is used by more than one operator during the day, each operator must enter their name into the report. If more than one page is required per month, additional report pages will be used or the operator information may be provided as approved by the TTUHSC OVFM.

d. After the close of the reporting period, the custodian or coordinator of the vehicle will verify the report for accuracy and sign in the designated space. The Custodian or alternate will go to the Fleet Expense Certification to certify expenditures for the vehicle (fuel, repairs, etc.) and upload all supporting documentation, including the Operator Vehicle Inspection form (Attachment D). This will be done no later than the fifth day of each month. 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**

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

**Immediate Action:**

a. Stop immediately - notify the proper law enforcement agency so that an official report will document the incident. 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: addresses, phone numbers, license plate numbers, and insurance companies. Don’t just rely on the police report.

b. Take necessary steps to prevent another collision or accident.

c. Call a doctor, ambulance, or emergency medical team, if necessary. Render aid to the injured until help arrives.

d. Look around for witnesses. Obtain names and addresses of all witnesses. If there are not witnesses, make notes as accurately as possible and in complete detail. Draw any diagrams or take photographs that may be helpful later.

e. Secure information required to complete the Auto Collision Information Form and Accident Investigation Form from HSC OP 76.34.

f. 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.

g. Provide all required information to the law enforcement officer.

h. Notify the department head, supervisor, or vehicle coordinator. If you are unable to contact them, call the Texas Tech University Police Department (806.742.3931)

All accidents involving a TTUHSC vehicle must be documented according to the procedures established in HSC OP 76.34, Accidents Involving TTUHSC Vehicles. Copies of the Auto Collision Information Form and instructions for completing the form should be available on the clipboard or in the glove compartment of each vehicle.

8. **Travel Outside the Continental U. S.**

Anyone planning to travel outside the United States in a TTUHSC vehicle must follow the procedures established in HSC OP 63.02, Out-Of-Country Use of the TTUHSC Vehicles.

9. **Vehicle Security**
a. The security of TTUHSC vehicles and their contents is the responsibility of the operator. When vehicles are left unattended for any reason, remove the keys from the ignition, set the hand brake, and lock the vehicle.

b. Vehicles that become disabled on the road will be secured with all possible precautions taken to prevent theft or vandalism. In the event that a vehicle cannot be secured in its present location, the driver will have the vehicle towed to a facility where it can be secured until assistance arrives. The operator IS RESPONSIBLE FOR VEHICLE SECURITY. Vehicles will not be left along highways or in any area where vandalism would be easily accomplished.

10. Motor Vehicle Procurement

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 5. 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 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. The TTUHSC fleet size will not increase without prior written approval from the State OVFM. The fleet size may be increased due to legislatively mandated program changes, federal program initiatives or documented need resulting from program growth or changes. Law enforcement vehicles, emergency vehicles, vehicles used for safety purposes, and utility purpose vehicles such as golf carts and fork lifts are in the Exempt category. Any department
requesting an additional vehicle must write a letter of justification to TTUHSC OVFM. The department’s request and TTUHSC OVFM’s recommendation will be forwarded to the Executive Vice President for Finance and Administration for approval before submission to the State OVFM for final approval.

Replacement vehicles may be purchased without a waiver on a one-for-one basis with prior approval of the TTUHSC OVFM.

Donated vehicles may not be replaced without approval of the State OVFM.

The TTUHSC OVFM must provide the State OVFM with notification of all vehicle additions/replacements through the TxFleet Management System. The notifications 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, model, and fuel source.

13. Titles and Registration

All original vehicle titles will be acquired and maintained by the TTUHSC OVFM in Lubbock. Transportation Code 502.047 requires that all vehicles, including exempt vehicles, be registered annually. The Texas Department of Motor Vehicles should send an annual registration notice; however, it is the responsibility of the vehicle custodian to ensure the vehicle is inspected and registered. Vehicles must be registered in the county in which they are operated. A vehicle may be inspected up to 90 days before current registration sticker expires. A Certificate of Inspection will be issued when the vehicle is inspected. The certificate must be presented at the local tax office in order to obtain the registration sticker. The Certificate of Inspection must be kept in the glove box of the vehicle.

14. Preventive Maintenance

All TTUHSC vehicles will be maintained using a preventive maintenance schedule on a routine basis. The departmental vehicle coordinator is responsible for ensuring their TTUHSC vehicles have a current state safety inspection and alternative fuel tax decal, if applicable.

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

All TTUHSC departmental Vehicle Coordinators are responsible for ensuring vehicle preventive maintenance is scheduled and performed on a routine basis in accordance with manufacturers’ recommendations. The TTUHSC OVFM will monitor preventive maintenance for compliance. The Vehicle Custodian will be notified of repeated non-compliance to have preventive maintenance performed. Failure to comply with preventive maintenance notices could result in losing the privilege to maintain the vehicle on the department’s inventory. Vehicle and parts warranty information will be tracked through Texas Fleet System database to achieve maximum savings on maintenance and repairs. A good warranty tracking system can prevent the department from paying for repairs or parts that are still covered under the manufacturer’s warranty.
15. **Operator Maintenance Checks**

Operators of vehicles are responsible for completing inspection (Attachment D) of the unit BEFORE AND AFTER operation. All defects discovered during inspections or during actual operation should be noted and reported timely. Any deficiency that would cause further damage to the vehicle, render it unsafe, or present a hazard should be reported immediately. The Operator Vehicle Inspection form is a permanent part of the vehicle record.

16. **Vehicle Replacement Criteria**

a. Passenger vehicles should be evaluated for replacement when they reach nine (9) years of service and accrue 100,000 miles. Cargo vehicles should be replaced when they reach ten (10) years of service and accrue 110,000 miles. Attainment of these goals should help minimize fleet capital and operating costs.

b. In general, most TTUHSC vehicles should be replaced when they reach nine (9) years 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).

c. 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.

d. Additional criteria will include the department’s compliance with the vehicle preventive maintenance program, vehicle appearance and timely submission of required monthly reports.

e. Departments should establish funding to replace vehicles as established above.

f. Replacement vehicles will be considered only on a one-for-one basis and may be limited by administration. Additions to the fleet size will be considered for legislatively mandated program changes, federal program initiatives or documented need resulting from program growth or changes.

g. TTUHSC policy is to ensure that each vehicle is maintained and operated in a safe and economical condition. After reviewing a vehicle’s maintenance records, the 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/or 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. Vehicles purchased with non-appropriated funds;
   2. Law enforcement vehicles, including pursuit vehicles;
   3. Emergency vehicles;
   4. Vehicles used for vehicle research purposes, such as alternative fuel and crash tests;
   5. Heavy equipment, including tractors, bulldozers and highway construction and maintenance equipment;
   6. Utility purpose vehicles such as “mules,” “gators,” or golf-carts and forklifts;
   7. Wrecked vehicles; and
   8. 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 in their areas of responsibility. The vehicle coordinator will be the main departmental contact for the TTUHSC Vehicle Fleet Manager. The Departmental Vehicle Coordinator Designation form (Attachment E) should be completed and forwarded to the TTUHSC Vehicle Fleet Manager anytime a change of coordinator occurs.

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. Use of regular unleaded gasoline.

      Unless specifically prohibited by manufacturer warranty or recommendations, all state vehicles operating on gasoline shall use regular unleaded gasoline. Higher-octane blends (marketed as premium, super-unleaded, etc.) reportedly offer no proven benefit and are prohibited for use in state vehicles except as noted.

   b. Vehicles capable of using alternative fuels will use them when possible.
c. The TTUHSC OVFM will monitor for compliance. Failure to comply notices will be sent to the vehicle custodian.

d. Fueling Credit Cards.

All fuel purchases for state vehicles must be made with the appropriate fueling credit card. TTUHSC vehicles operating in Lubbock may refuel and acquire routine maintenance and repairs at the Texas Tech University, Agency 733, Vehicle Maintenance Garage.

In addition to routine fueling needs, the card may also be used for vehicle repairs under $5,000.00 or routine vehicle maintenance including oil changes, windshield repair, tire servicing, etc. The fueling card is the preferred method of payment if the card is accepted by the vendor providing the service or product; otherwise, normal purchasing procedures apply. Any repair over $5,000.00 will require a PO and follow normal purchasing procedures.

Fueling credit cards are distributed by the TTUHSC OVFM and have a daily charge limit of $900.00 per day. Any expenses in excess of daily maximum require authorization. Call the TTUHSC OVFM at (806) 743-2093 to obtain an exception to the daily maximum.

Lost or stolen cards will be reported immediately to the TTUHSC OVFM (806) 743-2093.

21. Fleet Consolidation

a. Assignment of a vehicle to an individual administrative or executive employee on a regular daily basis is prohibited without written documentation that the assignment is critical to the mission of the TTUHSC.

All vehicles assigned to an individual administrative or executive employee must be authorized by the President of TTUHSC. To gain authorization, vehicle custodians should prepare an authorization request to the TTUHSC OVFM providing the following documentation:

(1) Vehicle identification number, license plate number, year, make, model;
(2) Name and position of the individual to whom the vehicle is assigned; and
(3) Reason the assignment is critical to the mission of TTUHSC.

b. Assignment of a vehicle 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. Departments shall review, on a regular basis, the use of all field vehicles and implement opportunities for reduction/consolidation or establishment of motor pools or other sharing mechanisms for field employees.
c. All other TTUHSC vehicles will be assigned by department or be assigned to a motor pool. Pool vehicles must be available for checkout as needed and must be used over other options, including:

   - commercial rental vehicles and/or
   - use of personal vehicles.

Consistently underused vehicles should be rotated to increase utilization or sold as surplus.

22. **Utility Vehicles**

a. For the purpose of this policy, all vehicles classified as “off the road” will be referred to as “utility vehicles.” Examples of utility vehicles include, but are not limited to, courtesy service club cars, maintenance club cars, golf carts, gators, and mules. These vehicles are also classified as departmental equipment. Department heads/directors/deans/chairpersons are solely responsible for following and enforcing the required procedures outlined in this OP.

b. All acquisitions for utility vehicles will be coordinated through the TTUHSC OVFM to ensure compliance with operating policies, insurance and fueling cards if applicable.

c. **On-campus Use/Operational Boundaries**

   (1) Utility vehicles will not be used on sidewalks or grass.

   EXCEPTION: Maintenance-related and courtesy service utility vehicles pursuing official university business (assigned job functions only). Grounds Maintenance will be notified of the need to use vehicles on walks or grounds, make the final determination of need, and give or deny permission based on its determination.

   (2) Utility vehicles will not be operated on any municipal streets, roads, or highways.

   (3) Approved operational boundaries for the TTU/TTUHSC campus are 4th Street on the north, University on the east, Texas Tech Parkway on the west, and 19th Street on the south.

   (4) For utility vehicles operated on other campuses, contact TTU Police Department (806.742.3931.) to establish similar boundaries.

d. **Operator Authorizations and Conduct**

   (1) All operators of utility vehicles must comply with section 4, Driver Qualifications, of this OP.

   (2) All operators must be approved to operate a motor vehicle through the TTUS Office of Risk Management.

   (3) All operators must observe all traffic rules/regulations and university policies.

   (4) All operators of utility vehicles will drive carefully, safely, and courteously.

   (5) Operators of courtesy service utility vehicles must complete the operator safety course prescribed by the TTUS Office of Risk Management.

24. **Responsibilities**

a. The TTUHSC Vehicle Fleet Manager is responsible for:
1. Maintaining compliance with state mandates governing vehicle fleet management;
2. Monthly collection and data entry of vehicle monthly use report information and vehicle specific information into the vehicle fleet database;
3. Planning, directing, managing, coordinating and supervising programs for the acquisition, assignment, utilization, maintenance and repair, replacement, and disposal of the vehicle fleet;
4. Serving as primary contact for the State OVFM;
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 management policies and procedures;
7. Coordinating purchase waivers from the State OVFM;
8. Review and approval of all vehicle purchases, transfers and deletions;
9. Processing appropriate paperwork to acquire vehicle titles and initial license plates;
10. Maintaining permanent file of all vehicle titles.

b. The Vehicle Custodian is responsible for:

1. Being a good steward of TTUHSC vehicles and managing same accordingly;
2. Appointing a departmental vehicle coordinator and providing TTUHSC OVFM with the name and contact information (Attachment E);
3. Routine inspection of vehicles to ensure sound operational condition and that the required vehicle insignia is complete and visible on both sides of the institutional vehicle;
4. Ensuring all vehicle damage and repairs are corrected as established;
5. Establishing funding to replace vehicles when required;
6. Ensuring departmental compliance with the required institutional preventive maintenance program;
7. Ensuring TTUHSC vehicles are used for their intended purpose;
8. Coordinating all vehicle requisitions through TTUHSC OVFM;
9. Coordinating all vehicle transfers and deletion through TTUHSC OVFM;
10. Rotating and/or eliminating vehicles with low utilization;
11. Complying with annual driver license record checks on all institutional-approved drivers;
12. Notifying TTUS ORM in the event of a collision or a critical traffic citation received by an approved driver;
13. Being knowledgeable with all vehicle fleet management policies and procedures; and
14. Ensuring compliance with the established vehicle fleet management program.

Non-compliance may result in the loss of TTUHSC vehicle privileges.

c. The Vehicle Coordinator is responsible for:

1. Assuring that information such as driver information, fuel, mileage, repairs, maintenance, and any other vehicle information is maintained accurately.
2. Ensuring the State of Texas, Monthly Use Reports are accurately maintained;
3. Retaining accurate vehicle files for reference should the need arise;
4. Submitting the original Monthly Use Report to the TTUHSC OVFM no later than the fifth of each month reporting the previous month’s vehicle activities;
5. Rotating and/or eliminating vehicles with low utilization;
6. Keeping vehicle fleet management advised of any transfers or deletions to the vehicle fleet by providing a copy of the official form submitted to property inventory;
7. Coordinating all vehicle requisitions through the TTUHSC OVFM and purchasing;
8. Advising OVFM of all vehicle Collision/incidents that occur and providing a copy of the vehicle accident package and police report;
9. Being familiar and communicating established vehicle fleet management policies and procedures to applicable parties within their department;
10. Complying with annual driver’s license checks on all TTUHSC approved drivers; maintaining approved driver list for department;
11. Routine inspection of vehicles to ensure operational condition and the required vehicle insignia is complete and visible on both sides of the TTUHSC vehicles;
12. Being knowledgeable with all vehicle fleet management policies and procedures.

d. The Vehicle Operator is responsible for:

1. Completing Monthly Use Reports on a daily basis in an accurate manner;
2. Identifying any mechanical problems associated with the vehicle they are operating and report to vehicle coordinator for scheduling repair;
3. Reporting accidents immediately to supervisor and assisting with the completion of the vehicle accident paperwork;
4. Following all state laws associated with vehicle operation;
5. Operating only vehicles they are authorized to use;
6. Maintaining a valid driver’s license;
7. Using TTUHSC vehicles for official institutional business only;
8. Keeping the vehicle secured when not in operation;
9. Ensuring the state inspection is current;
10. Daily and weekly vehicle maintenance checks to ensure the vehicle is in good operating condition;
11. Complying with the TTUHSC vehicle fleet management program;
12. Reporting any parking or traffic citations to their immediate supervisor and vehicle coordinator within five days of the occurrence. This includes violations that occur while driving a vehicle not owned or operated by TTUHSC. Incidents involving TTUHSC vehicles should be reported immediately;
13. Operating the vehicle in a safe manner; and
14. Reporting any condition that impairs the safe operation of a vehicle.