



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 63.03 Vehicle Fleet Management Program

PURPOSE: The purpose of this Health Sciences Center Operating Policy/Procedure (HSC OP) is to implement the State of Texas Vehicle Fleet Management Plan developed in accordance with Government Code, Section 2171.104, and establish procedures, responsibilities and provide guidance for compliance under the Texas Tech University Health Sciences Center Office of Vehicle Fleet Management (TTUHSC OVFM).

REVIEW: This HSC OP will be reviewed on August 1 of each odd-numbered year (ONY) by the Director of General Services, the TTUS Office of Risk Management, and the Associate Vice President for Business Affairs, with recommendations for revisions forwarded to the Executive Vice President for Finance and Operations.

POLICY/PROCEDURE:

1. This policy is to ensure that each vehicle is maintained and operated in a safe and economical condition and is utilized and documented so as to comply with the policies of the Procurement and Support Services (TPASS) Division of the Texas Comptroller of Public Accounts. Policies include compliance with the Texas Vehicle Fleet Management Plan.
2. TTUHSC OVFM is responsible for administering the TTUHSC Vehicle Fleet Management Plan [Attachment A](#).
3. Components of the TTUHSC Vehicle Fleet Management Plan (see Attachment A) include:
 - Definitions
 - Personal Use/Misuse
 - User Authorization
 - Driver Qualifications
 - Operator Conduct
 - Monthly Use Reports
 - Collision Reporting
 - Travel Outside the Continental United States
 - Vehicle Security
 - Motor Vehicle Procurement
 - Transfer/Deletions
 - Fleet Size
 - Titles and Registration
 - Preventive Maintenance
 - Operator Maintenance Checks
 - Vehicle Replacement Criteria
 - Minimum Use Criteria
 - Departmental Vehicle Coordinators
 - Training
 - Fleet Fueling Policy
 - Fleet Consolidation
 - Utility Vehicles
 - Responsibilities