



# 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 Vehicle Rental Office at each campus.

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

### POLICY/PROCEDURE:

1. **Vehicle Rental/Office of Vehicle Fleet Management (OVFM) Locations.**

Amarillo <https://www.ttuhscc.edu/general-services/vehicle/amarillo/default.aspx>

Lubbock <https://www.ttuhscc.edu/general-services/vehicle>

Other campuses may use this policy for local vehicle rentals, and submit forms to a local office if applicable.

2. **Insurance.**

A TTUHSC vehicle shall not be driven or rented from the motor pool by an individual not currently listed on the TTUS insurance policy. An individual must be approved before driving a state-owned vehicle. To be added to the insurance policy, employees and students must complete the Driver Approval process on the TTUS Office of Risk Management (ORM) website at <https://banapps.texastech.edu/ITIS/VOS/home>. It is recommended that requests be submitted 12-14 working days before a vehicle is needed. Driver approval must be renewed annually.

3. **Authorization**

Authorization – Submission of the REQUEST FOR TRANSPORTATION form denotes certification that the requested vehicle will be used only in the conduct of official university business and that the driver has received approved driver status. The use of a state vehicle for any other purpose is prohibited per [HSC OP 61.01](#), Use of TTUHSC Facilities, Equipment, Supplies and Services for Private Purposes Prohibited. Official university business does not include use by students' associations or organizations.

4. **Vehicle Rental Rates.**

Amarillo - Rental rates are on the AMARILLO REQUEST FOR TRANSPORTATION form. Email [Generalservicesama@ttuhsc.edu](mailto:Generalservicesama@ttuhsc.edu) for a current form.

Lubbock – Rental rates are published on the website:

<https://hscweb.ttuhscc.edu/general-services/vehicles/rental1.aspx>

5. **Additional Charges.**

- a) The renting department is held 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. The renting department may be held responsible for all expenses not

covered by insurance, including deductibles. If a vehicle is involved in an accident, and the driver is found to be negligent, the renting department will be charged for the full cost of the insurance deductible or other loss.

- b) First-Come, First-Served Operation. Vehicle rental 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. Departments are encouraged to use internal resources before contracting with a car rental agency.
- c) Cancellations. If there is a reservation cancellation, it must be made two days in advance, or there may be a charge of the daily rate for the period of the original request.

## **6. Drivers of Rented Vehicles.**

- a) Students may operate university vehicles only for business purposes. Refer to [HSC OP 77.08](#), Student Travel Policy, for further information. All approved student (non-employee) drivers must be accompanied by an approved university faculty or staff member at all times while operating a rental vehicle out of town.
- b) 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:
- c) Texas Transportation Code § 545.413 requires seat belts to be used by all occupants at all times that a vehicle is in operation.
- d) 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, pulled safely off to the side of the road, and placed in park. If the vehicle is equipped with Bluetooth technology and the phone has been connected wirelessly to the vehicle's audio system, phone conversations may be permissible as long as they do not violate any other laws or regulations.
- e) The TTUHSC rental vehicle is considered a TTUHSC facility and the driver will comply with all applicable HSC policies including [HSC OP 10.19](#), Smoke, Tobacco and E-cigarette Free Environment; and [HSC OP 10.30](#), Regulations for the carrying of concealed handguns by license holders.
- f) The rental vehicle is part of the TTUHSC Fleet and the driver is responsible for complying with applicable portions of [HSC OP 63.03](#), Vehicle Fleet Management Program including no alcoholic beverages, no hitchhikers, no family members, and driving safely and courteously.
- g) 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.

## **7. Fuel.**

- a) Vehicles serviced and fueled prior to dispatch and refueled upon return. All fuel expenses (credit card charges and end of trip refuel) are charged to the renting department.
- b) A credit card is issued for each vehicle. 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 renting department will be given the credit card prior to departure, and will be responsible for proper use and disposition until the card is returned. Lost or stolen cards should be reported

immediately by phone to the TTUHSC OVFM (806) 743-2092.

- 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, confirm the quantity of gas and oil purchased is listed on the receipt. The customer's copy of the receipt must be submitted to the Vehicle Rental office when the credit card and vehicle are returned.

## 8. **Vehicle Security/Roadside Assistance.**

- a) The security of TTUHSC vehicles and their contents is the responsibility of the operator. When vehicles are left unattended for any reason, stop the engine and remove the keys from the ignition, set the parking brake, and lock the vehicle. If standing on a grade, turn the front wheels to the curb or side of the highway. [Texas Transportation Code § 545.404. UNATTENDED MOTOR VEHICLE.](#)
- b) Agencies should contact Texas Roadside Assistance (1-800-525-5555) when operating a state vehicle and in need of roadside assistance. Agency personnel should inform the operator that you are from a state agency and operating a state vehicle. Agencies should include this information in their roadside assistance operating procedures. Vehicles will not be left along highways or in any area where vandalism would be easily accomplished.
- c) 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. Check with Vehicle Rental Office if you have been in possession of the vehicle for 2,000 miles or more. When service is necessary, the using department must bring an itemized invoice of parts and labor with the credit card receipt to the TTUHSC Vehicle Rental office.
- d) It may be necessary to have emergency repairs to TTUHSC vehicles. Within a 50-mile radius, the driver of the vehicle should contact the Vehicle Rental office 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.

## 10. **Vehicle Monthly Use Reports.**

[HSC OP 63.03](#), Vehicle Fleet Management Program requires that a person using a vehicle owned by a state agency, regardless of purpose, will make a written report of such use. A separate entry must be made each time the vehicle is in use. The updated report should be returned with keys, credit card, and binder after vehicle use. 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.

## 11. **Accident Reporting.**

All accidents involving a TTUHSC vehicle must be documented according to the procedures established in [HSC OP 76.34](#), Collisions Involving University Vehicles. The driver (or driver's supervisor) is responsible for reporting the accident to Risk Management - <https://www.texas-tech.edu/offices/risk-management/>. Use the Report an Incident feature. Copies of the Accident Report form and instructions for completing the form are available in each vehicle. Submit completed forms to TTUS Office of Risk Management, Box 42003, TTU MS 2003, Lubbock, TX 79409-2003, Fax 806-742-3018, Phone 806-742-0212; and the TTUHSC OVFM within three days of occurrence.