

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 (OVFM). This plan establishes the authority for management of the TTUHSC vehicles so as to reduce its cost and increase its transportation benefit to the 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 managing director of General Services Lubbock is 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 (OVFM).
- 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, purchases, transfers, and deletions. Serves as primary contact with the TTUHSC OVFM.
- d. Vehicle Operator – The individual who operates the TTUHSC vehicle.
- e. Vehicle ID – Each vehicle, utility vehicle, or piece of equipment monitored by TTUHSC OVFM has a unique vehicle identification number assigned by the OVFM. Please reference the vehicle ID on all reports and correspondence with the OVFM.
- f. Utility Vehicle (UV) – slow-moving vehicles, including all-terrain vehicles and golf carts.

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.

3. **Driver Authorization for All Vehicles, including Utility Vehicles and Golf Carts**

The department head to which the vehicle is assigned will authorize and document the use of each institutional vehicle. Use is 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 fleet vehicles.

All drivers must possess a valid Texas driver license or a license from another U.S. 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 Form, [posted on this website](#), is used for this purpose. This form must be completed, signed, routed as instructed thereon, and approval granted BEFORE a driver operates an institution-owned, leased, borrowed, or rented fleet vehicle. The TTUS ORM will use the information contained in the three-year driver license record provided by the appropriate U.S. 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 U.S. 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 Approval System \(also known as VOS\)](#). 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 Driver 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 institution-owned, leased, borrowed, or rented fleet vehicles. are as follows:
 - 1) Must possess a valid Texas driver license or license from another U.S. 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.
- c. Additional qualification for drivers of UVs and golf carts:
 - 1) Successful completion of cart vehicle training provided by the Office of Risk Management; this is the responsibility of the department.

5. **Operator Conduct**

University vehicles, including UVs and golf carts, are considered TTUHSC facilities and the driver and passengers 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). An 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;
- g. 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);
- h. DO NOT operate the vehicle unless all occupants are wearing the appropriate restraints;
- i. DO observe all traffic rules and regulations; and
- j. 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). The vehicle coordinator will inform the vehicle custodian who will inform TTUS Office of Risk Management of any moving violation or citation.

6. **Vehicle Monthly Use Reports (not including UVs and Golf Carts)**

- 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](#).
- 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, and receipts.
- 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 on the [Daily Use Report](#) and submitted with the Monthly Use Report.
- 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

[Vehicle Inspection](#) form. 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 (including UVs and Golf Carts)**

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

- 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 911, if necessary for medical assistance. Render aid to the injured until help arrives.
- d. Look around for witnesses. Obtain the names and addresses of all witnesses. If there are no 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 [submit an Incident in the Origami portal](#). Please note: while you may reference the information shown in the [Auto Collision Information Form](#) and [Accident Investigation Form](#) from HSC OP 76.34, all incidents must be submitted to ORM via the incident portal in order to be processed by the insurance carrier.
- 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/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 (1-800-934-6521) 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.

10. **Motor Vehicle Procurement (including UVs and Golf Carts)**

- 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 7. 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 the 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.
- d. For electric vehicles and golf carts, charging locations, approved by Facilities and Safety Services, must be established before purchase. This information must be included in the request to purchase a vehicle.
- e. Additionally, UVs and Golf Carts must comply with the [Requirements for Utility Vehicles](#).

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. TTUHSC will not increase the size of the vehicle fleet except in cases of legislatively mandated

program changes, federal program initiatives, or documented need resulting from program growth or changes. When additional vehicles are necessary, the vehicle custodian will provide a memo stating the need for the increase that has been approved by the appropriate vice president or dean to the TTUHSC OVFM. The department's request and TTUHSC OVFM's recommendation will be forwarded to the Vice President for Finance and CFO 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 notification to the TTUHSC OVFM.

Donated vehicles may not be placed in service without the 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. This applies to all vehicles, including UVs.

Fleet size is not affected by law enforcement vehicles, emergency vehicles, vehicles used for safety purposes, and utility purpose vehicles such as golf carts and forklifts.

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 registered. The State of Texas will not require vehicle inspections after January 1, 2025. Certain counties will still require annual emissions inspections; therefore, those vehicles must be registered in the county in which they are operated.

14. **Preventive Maintenance**

All university vehicles are required to be properly maintained and in good repair to keep vehicles in proper working condition. Proper maintenance and repair of vehicles includes the following:

- a. Scheduled/Preventive Maintenance – Vehicle Custodians will ensure maintenance is scheduled for all vehicles in accordance with the manufacturer's recommended service intervals.
- b. Warranty Service - Vehicle Custodians will maintain warranty information on all vehicles and coordinate all warranty services required during the life of each vehicle warranty.
- c. Unscheduled Maintenance and Repair Services - Vehicle Custodians will coordinate service for all vehicles in cases of unscheduled breakdown, or in cases where the vehicle requires repairs due to a collision, or other unexpected events.

Departments should utilize the most cost effective means available to maintain agency fleet vehicles including, but not limited to, agency-managed maintenance shops, other state or local government-managed maintenance shops, retail maintenance facilities or state or agency-contracted service locations.

The departmental vehicle coordinator is responsible for ensuring their TTUHSC vehicles have a current vehicle emissions inspection, and alternative fuel tax decal, if applicable.

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

Routinely wash vehicles to present a favorable image to the public.

The TTUHSC OVFM will monitor preventive maintenance for compliance. The Vehicle Custodian is 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.

15. Custodian and Operator Maintenance Checks

Custodians and operators of vehicles are required to complete an inspection of each vehicle monthly but are encouraged to do so weekly or BEFORE AND AFTER operation. Any deficiency that would cause further damage to the vehicle, render it unsafe, or present a hazard should be reported immediately. All defects discovered during inspections or during actual operation should be noted and reported timely. The 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 evaluated 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, TTUHSC vehicles should be replaced as established above. 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 may be replaced on a one-for-one basis. Additions to the fleet size will be considered for legislatively mandated program changes, federal program initiatives, or documented needs 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 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. Law enforcement vehicles, including pursuit vehicles;
 - 2. Utility purpose vehicles such as "mules," "gators," or golf carts and forklifts;
 - 3. Wrecked vehicles; and
 - 4. 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. The vehicle coordinator will be the main departmental contact for the TTUHSC OVFM. Contact OVFM for a change in vehicle coordinator.

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. 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, plus, etc.) should be used only when recommended by the vehicle manufacturer or to reduce/eliminate engine clatter on older vehicles to prevent engine damage.
- 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. TTUHSC vehicles operating in Lubbock may refuel and acquire routine maintenance and repairs at the Texas Tech University, Agency 733, Vehicle Maintenance Garage.
- e. Fueling Credit Cards.

All fuel purchases for state vehicles must be made with the appropriate fueling credit card.

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 purchase order.

Fueling credit cards are distributed by the TTUHSC OVFM and have a daily charge limit of \$1,000.00 and 3 transactions per day. Any expenses in excess of daily maximum require authorization. Call the TTUHSC OVFM at (806) 743-2092 to obtain an exception to the daily maximum.

Report lost or stolen cards immediately to the TTUHSC OVFM at (806) 743-2092 or email GeneralServices@ttuhsc.edu.

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 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

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.

- a. All acquisitions for utility vehicles will be coordinated through the TTUHSC OVFM to ensure compliance with operating policies, insurance, and fueling cards if applicable. See Section 10 above.
- b. 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.
 - (5) Utility vehicles cannot be parked where they impede vehicular or pedestrian traffic, nor block entrances to buildings or work areas. They cannot park in fire lanes nor impede ADA access to buildings or sidewalks.
- b. 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) UVs must not be overloaded; do not exceed the recommended weight requirement or number of passengers. Riding on running boards, flat beds, or any place other than a designated seat is not allowed. Use of seatbelts is encouraged if provided. Keep equipment and all body parts inside the vehicle.

(6) Adhere to all traffic laws for campus and be aware of surroundings. Cell phones, radios, and earbuds (headphones) or use of anything that will distract the driver or impede the driver's ability to hear is not permitted.

(7) When driving through congested areas, speed should match pedestrian's speed, and caution should be exercised. Pedestrians have the right-of-way.

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

23. **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 a permanent file of all vehicle titles.
11. Final disposition of all institution-owned vehicles.

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;
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 the vehicle coordinator for scheduling repair;
3. Reporting accidents immediately to the 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.

24. Escalation Procedure for Noncompliance with Monthly Vehicle-Use Reporting

The OVFM notifies all vehicle coordinators/custodians of required and/or missing information needed to keep the vehicle and Texas Tech University Health Sciences Center in compliance with monthly requirements set forth by the OVFM in Austin.

Notices, such as delinquent Vehicle Use Reports, documentation of preventive maintenance completed, notices of inspection needed, or new registration stickers and/or license plates are sent by OVFM. If these notices are not fulfilled, they will be escalated per the guidelines below.

	1st Escalation	2nd Escalation	3rd Escalation
Notice from:	Fleet Manager Delegate	Fleet Manager	Associate Vice President - Business Affairs
Notice to:	Vehicle Coordinator/Custodian	Director/Chairperson of the delinquent department	Dean/Assistant Vice President of the delinquent department