



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 63.04, **Disposal of Motor Vehicles - Surplus Property**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish procedures for the sale of surplus vehicles owned by TTUHSC.

REVIEW: This HSC OP will be reviewed on May 15 of each even-numbered year (ENY) by the Director of General Services/Vehicle Fleet Manager and the Associate Vice President for Business Affairs, with recommendations for revisions forwarded to the Executive Vice President of Finance and Operations by May 31.

POLICY/PROCEDURE:

All purchases/retentions are contingent upon the "one-for-one" State Office of Vehicle Fleet Management (OVFM) fleet size established for TTUHSC. When a vehicle has become inadequate for the needs of the department, and/or meets the replacement criteria according to the State Vehicle Fleet Management Plan, the Vehicle Custodian will deliver the vehicle, vehicle keys, security devices, manuals, and fuel cards to the TTUHSC OVFM. The Vehicle Use Report must be certified and a transfer initiated as per HSC OP 63.10. If the vehicle is inoperable, contact OVFM for further instructions.

1. **Vehicle Transfers.** If appropriate, the OVFM will make vehicles available to TTUHSC departments. Requests for assignment must include justification and appropriate approvals. The OVFM will initiate a transfer in the Property Management System if the request is approved.
2. **Trade-in of Vehicles.** A vehicle may be used as a trade-in towards the purchase of a new vehicle when the Property Custodian determines that such action is in the best interest of the department. Trade-ins should be coordinated with Purchasing and the OVFM and must be in compliance with TTUHSC OP 72.11.
3. **Sale of Vehicles.**
 - a. It is the responsibility of the OVFM to arrange sale or other final disposition on all motor vehicles in any manner that is in the best interest of the institution.
 - b. The OVFM is responsible for the proper disposal of exempt license plates. The "Texas Tech University Health Sciences Center" insignia and inventory number will also be removed. Also, any equipment or insignia that could mislead a reasonable person to believe that the vehicle is a law enforcement motor vehicle, including any police light, siren, amber warning light, spotlight, grill light, antenna, emblem, outline of an emblem, and emergency vehicle equipment prior to disposition per [Government Code 2175.908](#).
 - c. If the vehicle for sale has been severely damaged, the OVFM may convert the title to salvage status.
 - d. Once a buyer has been established and payment has been received, the vehicle will be released to the purchaser, along with the original title, bill of sale, and State of Texas title application if the buyer resides in Texas.
 - e. The OVFM will notify the Office of Risk Management so that the vehicle may be removed from the insurance coverage and submit final disposition in the Property Inventory System.