



**Angelo State University
Operating Policy and Procedure**

OP 36.03: Fleet Management

DATE: September 1, 2007

PURPOSE: This plan is to provide detailed recommendations for the administration and operation of the University's vehicle fleet. The Angelo State University Vehicle Fleet Management Plan (the Plan) addresses the components specified in HB 3125. The Plan refers to the State Vehicle Fleet Management Plan for various items. A copy of the State Vehicle Fleet Management Plan will be kept on file in Facilities Management.

REVIEW: This OP will be reviewed by June of every even-numbered year by the Director of Facilities Management and University Fleet Manager with recommendations for revision forwarded through administrative channels to the Vice President for Finance and Administration.

POLICY/PROCEDURE

1. Fleet Management

House Bill 3125, of the 76th Legislature and the Office of Vehicle Fleet Management (OVFM) of the General Services Commission (GSC), as directed by the State Council on Competitive Government (CCG), mandates Angelo State University to develop a management plan for the University's fleet.

2. Fleet Management Office

The vehicle fleet will be managed by the Director of Facilities Management. The Fleet Management Department will be the central motor pool. This will allow the University to manage the use and maintenance of all vehicles. It is the intent of this office to provide a fleet that is adequate in size to meet the needs of the University in an efficient manner. It shall be the Fleet Manager's responsibility to keep current with reporting requirements and to publish in this plan any significant changes in the reporting requirements.

The University will maintain detailed supporting documentation for all reporting requirements. It will be the responsibility of the Fleet Manager to gather all information and report the information in the OVFM System.

The University must maintain a fleet reporting system that is compatible with the system indicated by OVFM. This system is to be maintained with current software upgrades and the operators will have training as upgrades/software changes.

3. Vehicle Use and Efficiency

The policies identified are intended to increase vehicle use, improve fleet efficiency and reduce maintenance costs, and are identified as “Best Practices” within the state and private sector. Due to the nature of the fleet of the University, some of the guidelines adopted may vary from the recommendations of the OVFM; however, these variations are a result of the many uses of the vehicles on campus and the lower than normal annual mileage.

Angelo State University maintains a fleet of vehicles by various departments and for various uses. A complete listing of the vehicles that are owned by the University is on file in Facilities Management.

4. Contract Rental Vehicles

Angelo State University has a Memorandum of Understanding (MOU) with Enterprise-Rent-A-Car for business road trips.

5. Fleet Fueling Policy

Angelo State University will abide by the guidelines established by the State Fleet Fueling Policy. A summary of these guidelines is provided below.

- a. All University vehicles will use the State retail fuel contracts for fuel purchases.
- b. Unless specifically prohibited by manufacturer warranty or recommendations, all University vehicles operating on gasoline shall use regular unleaded gasoline.
- c. Vehicles capable of using alternate fuels will use them exclusively.
- d. All University employees will use self-service islands when refueling at retail fueling stations.

6. Motor Fleet Vehicles

a. Inscription on State Vehicles

All motor vehicles owned by the University shall have printed on each side of the vehicle the word ‘Texas’, followed in letters of not less than two (2) inches by the name of the University and such inscriptions shall be in a color sufficiently different from the body of the car that the lettering shall be plainly legible at a distance of not less than one hundred (100) feet. Any employee who drives a motor vehicle belonging to the State on a street or public highway without such inscriptions printed thereon shall be fined not less than twenty-five dollar (\$25.00) nor more than one hundred dollars (\$100.00). The motor vehicle used by the President is exempt from this requirement.

b. Daily Report on State-Owned Bus, Truck or other Motor Vehicles

Any University employee who uses a bus, truck, or other authorized motor vehicle owned by the State and assigned to this University for any purpose shall make a written report of such use to the head of the department, institution, board, commission, or other agency of the State having charge of such automobile or truck, such reports to be made daily when such vehicles are in use, on forms prescribed by the State Auditor and supplied by the

Facilities Management. This report may be used for the same motor vehicle for a continuous period of not more than one calendar week within the same month.

Such reports shall show the purpose for which such vehicle was used, the mileage traveled, the amounts of gasoline and oil consumed, the passengers carried, and any other information as may be necessary to provide a proper record of the use of such vehicle. Said reports shall be official records of the State and shall be subject to inspection by any official of this State who shall be authorized to audit or inspect claims, accounts, or records of any State department, institution, board, commission, or agency of the State. The law requires these reports to be filed within ten (10) days from the first day covered by such reports.

- c. Vehicle operators are responsible for:
 - i. Completing vehicle use reports on a daily basis in an accurate manner.
 - ii. Identify any mechanical problems associated with the vehicle they are operating.
 - iii. Report accidents immediately and to complete the necessary accident paperwork.
 - iv. Follow all state laws associated with vehicle operations.
 - v. Comply with the University vehicle fleet management program.
 - vi. Operate the vehicle in a safe manner.
- d. License to Operate

Each employee who operates a University-owned vehicle on any public road or highway shall possess a driver's license that is required by State law. Each employee who operates a University-owned bus or any vehicle that holds more than 15 passengers, or operates a truck with a gross vehicle weight of over 26,000 pounds, shall hold a Texas Commercial Driver's License (CDL) with appropriate endorsements as required by law.

The expense of a "Class C" operator's license shall be paid by the person in whose name it is issued. University funds may be used for the payment of a Commercial Driver's License for an employee when the employee is required by the University to operate a vehicle requiring a special driver's license.