University of Texas at San Antonio

Vehicle Fleet Management Plan

March 23, 2016
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PURPOSE

The purpose of The University of Texas at San Antonio Vehicle Fleet Management Plan is to implement provisions of the Texas State Vehicle Fleet Management Plan as directed by Texas Government Code, Chapter 2171, Subchapter C, §2171.104. Additionally, this Plan formally establishes fleet policies and procedures required to increase University vehicle use, reduce University fleet maintenance expenses, and improve the overall operating efficiency of the University’s fleet.

POLICY/PROCEDURE

1. Definitions

   a. Field Employee – An employee whose regular duties require work in various locations and who regularly requires a vehicle for ongoing daily activities.

   b. Fleet Manager – A person, designated by The University of Texas at San Antonio, responsible for planning, directing, managing, coordinating and supervising programs for the acquisition, assignment, utilization, maintenance, repair, replacement and disposal of fleet vehicles. This person also serves as the primary contact with the State Office of Vehicle Fleet Management.

   c. Handbook of Operating Procedures (HOP) - A handbook that provides a compilation of the various rules and regulations which pertain specifically to The University of Texas at San Antonio.

   d. Institutional Funds – The Education Code in Section 51.009 defines "institutional funds" as all funds collected at the institution that are not "educational and general funds." Institutional funds are recorded in the following University fund groups: Designated Funds (including Service Departments), Auxiliary Enterprise Funds, Restricted Funds, and Unexpended Plant Funds. (see State Funds)

   e. Office of the Controller – The University of Texas at San Antonio office that provides high level administrative and financial analysis support for senior level management.


   g. Plan – The University of Texas at San Antonio Vehicle Fleet Management Plan.

   h. State Funds – Funds derived through the state appropriation process for specific projects.

   i. University – The University of Texas at San Antonio.

   j. Vehicle – Motorized conveyance used on land for carrying people or goods.

   k. Vehicle Custodian – The person identified on property inventory records as property custodian for a particular office. A dean, chairperson, department head or director is usually delegated this position by the Associate Vice President of that Office.

   l. Vehicle Coordinator - A person appointed by the vehicle custodian to coordinate all vehicle use reports, purchases, transfers and deletions. This person serves as primary contact between an individual department and the University’s vehicle fleet manager.

   m. EHS&RM – Environmental Health, Safety & Risk Management.

   n. Vehicle Operator – A person authorized by the University, in writing, to drive University vehicles while on official business.

2. Personal Use/Misuse

   As required by state law, fleet vehicles may only be used to conduct official University business. Under no circumstances may a University owned/leased vehicle be used for personal convenience or to conduct private business.

3. Vehicle Use and Driver Authorization

   A University vehicle may only be driven to accomplish official University business and must be authorized by the appropriate vehicle custodian. If a University owned vehicle is not available; the University, at its option, may provide an alternative form of transportation or reimburse an employee for the use of a personally owned vehicle for official University business.

   To become an authorized driver, a vehicle operator must possess a valid Vehicle Operator's License and be added to the approved drivers list maintained by the Fleet Manager. Before being placed on the approved drivers list, the Fleet Manager will verify an employee’s driving record utilizing the Texas Department of Public Safety DR-1 form. The Fleet Manager is also responsible for conducting an annual driving records check on all approved drivers and providing each vehicle custodian with a document confirming their drivers’ status as authorized or unauthorized. All traffic
citations issued to the driver of a University vehicle must be reported to their supervisor. If an authorized driver is convicted of a traffic violation that results in the loss of their Texas Vehicle Operator's License, the driver must notify their supervisor that they have lost their license and are no longer eligible to drive a University vehicle. Failure to comply with this requirement may result in disciplinary action up to and including termination. To legally operate some heavy duty University vehicles, state law requires the driver to possess a valid commercial driver’s license.

The employee will also be required to pass the UTSA Defensive Driving Awareness Program (SA 503). This program will be offered through the Human Resources Training and Development office and monitored by the Fleet Manager. This program is required by UT System Policy 157 and will be administered upon initial authorization of drivers and shall be accomplished every three years thereafter.

Vehicle operators, when driving heavy-duty vehicles, are subject to the provisions of the federally mandated program of Drug and Alcohol Testing for Safety Sensitive Positions Requiring a Commercial Driver’s License. Failure to comply with the provisions of this program may result in the loss of authorized driver status and disciplinary action up to and including termination.

a. **Commercial Driver’s License (CDL) Qualifications** - If an employee is required to maintain a Commercial Driver’s License for their position, UTSA is obligated to participate in the federally mandated random drug/alcohol testing of those drivers. In addition to the normal UTSA driver qualification process, these employees will also be subject to random drug/alcohol testing. The random testing process will be accomplished through a third party vendor and will be monitored by the Fleet Manager and the EHS&RM office.

b. **12 Passenger Van Driver Qualifications** - In addition to the regular University driver authorization, operators of 12-passenger vans are required by UT System Policy 157 to undergo additional safety training before operating a twelve passenger van for University related duties. This training can be coordinated through the Fleet Manager and consists of online training through a third party vendor as well as hands-on-training provided through Parking and Transportation.

4. **Operator Rules of Conduct**

While driving a University vehicle, employees are engaged in an activity that represents the University to the general public. For many citizens, this activity represents the only contact they will have with the University. Therefore, all authorized drivers are reminded how important it is to convey a positive, professional image. To help accomplish this important task in a responsible manner, drivers are expected to know and comply with all applicable state laws and University policies. Failure to comply with the provisions of this section may result in the loss of authorized driver status and disciplinary action up to and including termination.

5. **Vehicle Use Reports**

a. State law requires each driver of a state-owned vehicle to complete a daily report of use on the Monthly Vehicle Use Report form.

b. The report must show the number of trips, purpose for which the vehicle was used, miles traveled, amount and type of fuel purchased, oil added, passengers carried, and other information as may be required to provide a record of vehicle use and maintenance performed. Receipts for any vehicle purchases made, by the driver, from private sector vendors must be itemized and attached to the Monthly Vehicle Use Report form. The vehicle custodian is responsible for reporting these transactions in the manner prescribed by the University to the Fleet Manager.

c. If the vehicle is used by more than one operator during the day, each operator must enter his or her name into the report. If more than one page is required per month, a continuation page may be used.

d. After the close of the reporting period, the vehicle custodian will review the report for accuracy and sign in the designated space. Then, the completed report will be sent to the University’s Vehicle Fleet Manager no later than the fifth day of the following month.

6. **Accidents and Accident Reporting**
In the event of an accident, ensure that medical attention is provided to anyone injured in the accident. If emergency medical attention is needed call 911. Make sure that all persons are in a safe area away from any hazards or traffic.

A police report will need to be completed at the time of the accident as well as two accident forms which should be in the vehicle with the mileage log:

- Acord Automobile Loss Notice
- Locally developed accident contact information sheet

If the accident occurred on campus, the police report will need to be filed with the University Police Department. If the accident occurred off campus, the police report will need to be filed with the local police department at the scene of the accident.

The immediate supervisor and the vehicle maintenance shop will need to be informed immediately after the above guidelines have been initiated. Accidents must be reported to EHS&RM as soon as possible, but no later than 24 hours after occurrence. The vehicle custodian is responsible for completing the appropriate report forms and forwarding them according to instructions issued by EHS&RM. Because these instructions are updated annually, the vehicle custodian is responsible for following instructions that are in effect at the time of the accident. On an annual basis, the vehicle custodian is responsible for making sure all vehicle operators receive training on the University’s practices and procedures that relate to accidents, accident prevention, behavior at the scene of an accident, supervisory notification and required documentation. Any vehicle involved in an accident should receive a safety inspection by the University Vehicle Maintenance Shop before being returned to service. If the vehicle appears safe to drive, it should be driven to the vehicle shop on the Main Campus. If a tow-truck is required to transport the vehicle, contact vehicle maintenance at (210) 458-7767 and the staff will make the necessary arrangements. Upon delivery of the vehicle, shop staff will do everything possible to expedite the safety inspection and any required repairs so the vehicle may be returned to service as rapidly as possible. When a University vehicle is damaged by a third party, EHS&RM will act as the University’s liaison between the assigned department, the third party and/or their insurance company. EHS&RM will be responsible for filing and securing any vehicle damage repair settlement (not to be confused with a personal injury claim or settlement), and making sure all repairs are completed in accordance with accepted industry standards and to the satisfaction of the assigned department.

7. Vehicle Damage and Responsibility

It is the responsibility of the assigned department to maintain all of their vehicles in prime condition in order to maintain their value. Any vehicle involved in an accident that caused damage to any part of the vehicle to include the body, frame, wheels, tires, interior, or mechanical components, will be assessed by the Main Campus Vehicle Maintenance Facility. An estimate will be prepared and forwarded to the affected department for approval and funding. Any police reports created must be submitted to the Fleet Manager.

Whenever a vehicle is serviced by the University Vehicle Maintenance Facility, it will be inspected for damage and recommendations will be made for repair. If a repair is identified as a safety issue, that vehicle will not be released until the repair has been made at the cost of the department to which the vehicle is assigned.

8. Travel Outside the Continental U. S.

Travel outside the United States in a University vehicle is prohibited.

9. Vehicle Security
a. The security of University vehicles and their contents is the responsibility of the operator. Vehicles, when left unattended, must have the keys removed from the ignition, the parking brake set and the vehicle locked.

b. Vehicles that become disabled on the road will be secured with all possible precautions taken to prevent theft or vandalism. In the event a vehicle cannot be secured in its present location, the driver will have the vehicle towed to a facility where it can be secured until assistance arrives. Under no circumstances should a vehicle be left along a highway or in any area where vandalism would be easily accomplished.

c. Utility vehicles, golf carts, and mini-vehicles will be locked or secured in order to deter theft or vandalism. Steering wheel locks will be available through Vehicle Maintenance; such cost is the responsibility of the department the vehicle is assigned to.

10. Motor Vehicle Procurement

All established University procurement and inventory practices and procedures apply to the procurement of vehicles. Properly prepared purchase orders are processed through the Purchasing Office and the Fleet Manager. New vehicles will be received and processed through Fleet Management. The Vehicle Maintenance shop will inspect all incoming vehicles to ensure they meet University criteria. During this time, all vehicles will be input into the TMA system in order for the maintenance of the vehicle to be tracked and reported to the State. The vehicle will be labeled with approved UTSA identifying markings as well as the assigned department on at least two opposing sides. Each vehicle will also be labeled with an identifying UTSA number on all sides.

Requests for the sale or disposal of a vehicle are authorized and processed by the University Bursar.

11. Vehicle Purchases and Fleet Size

Replacement vehicles may be purchased, on a one-for-one basis, without applying for a waiver from the Texas Procurement and Support Services Office of Vehicle Fleet Management. Furthermore, the University will not replace donated vehicles using appropriated funds without OVFM approval. The University will not increase the size of the vehicle fleet purchased with appropriated funds except in the case of legislatively mandated program changes, federal program initiatives or documented need resulting from program growth. Pursuant to the State Vehicle Fleet Management Plan, law enforcement vehicles and vehicles purchased with institutional funds will not be used in the calculation of the University’s fleet size. The University’s Vehicle Fleet Manager must provide the Texas Procurement and Support Services Office of Vehicle Fleet Management with written notification of all vehicle replacements. The notification 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 and model.

12. General Vehicle Replacement Criteria

The following guidelines provide replacement goals for the routine replacement of vehicles within the University fleet. Attainment of these goals should help minimize fleet capital and operating costs.

a. Most vehicles should be replaced when they reach 10 years of service or exceed 100,000 miles. 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 or usage).

b. Specialized equipment may need to be considered for replacement according to other criteria, such as hours in service. The fleet custodian should contact the Fleet Manager for assistance in developing and establishing special replacement criteria.

c. University departments should consider programming their vehicle replacement schedules in accordance with the above goals and work to identify an adequate source of funds.

d. University policies are intended to ensure that each vehicle is maintained and operated in a safe and economical condition. If the University’s Fleet Manager determines that a vehicle is no longer safe to drive or is cost prohibitive to repair, the vehicle custodian will be notified that the vehicle should be removed from service and/or replaced.
e. General Vehicle Replacement Criteria do not apply to the following:

(1) Law enforcement vehicles;
(2) Emergency vehicles and vehicles used for safety purposes;
(3) Vehicles used for vehicle research purposes;
(4) Heavy equipment, including tractors, bulldozers, construction and maintenance equipment;
(5) Non-licensed utility purpose vehicles such as “mules,” “gators,” or golf-carts and forklifts;
(6) Wrecked vehicles.

Replacement criteria for non-licensed utility purpose vehicles such as “mules,” “gators,” or golf-carts will be determined based on a standard line depreciation with a 10 year life expectancy. If the cost of repair exceeds the current depreciated value of the vehicle, that vehicle should be considered for replacement.

13. Transfers/Deletions

Vehicles may be transferred from one agency to another or from one department to another within the University with the approval of the University Bursar. Transfer vehicles must be in sound mechanical condition and not increase the receiving agency’s or department’s vehicle inventory unless documented approval is obtained from OVFM. Additionally, any University vehicle to be transferred or deleted from the inventory must comply with established property management and inventory control procedures. The transferring department will provide a fully executed copy of applicable documentation to the University’s Vehicle Fleet Manager.

14. Titles and Registration

All original vehicle titles and registration receipts will be acquired and maintained by the University Bursar.

15. Preventive Maintenance

All University vehicles will be maintained using a preventive maintenance schedule for that type vehicle. All university vehicles must display a current State Safety Inspection sticker and any other decals required by law or the University. Under no circumstances will a University vehicle be placed in active service unless it is in good operating condition. The University’s Fleet Manager is responsible for overseeing a preventive maintenance program that provides written notice to vehicle custodians when preventive maintenance is due. Failure to comply with preventive maintenance notices could result in losing the privilege to maintain the vehicle on the department’s inventory.

16. Operator Maintenance Checks

a. Drivers are responsible for inspecting their vehicle, as noted in section b. below, before and after operation. Any defect discovered during these inspections or while driving should be noted and reported to the vehicle coordinator at the end of the day. Any deficiency that would cause further damage to the vehicle, render it unsafe, or present a hazard should be reported immediately to the University Vehicle Maintenance shop. The vehicle should not be driven until necessary repairs are completed.

b. At a minimum, the following checks should be accomplished by the driver on a weekly basis:

(1) Tire condition and pressure
(2) Engine oil level
(3) All belts
(4) All hoses
(5) Radiator coolant level
(6) License plates front and rear
(7) Leaks (of any kind)
(8) Transmission oil level
(9) Lights/signals
On a daily basis, with engine started, the driver should check: all gauges, brakes before moving, windshield wipers and horn.

While completing the daily checks, the driver should make sure the interior and exterior of the vehicle is clean. Vehicles should be washed as necessary to maintain a professional appearance. Proper completion of these operational checks will reduce unnecessary breakdowns and/or damage to the vehicle. Failure to comply with the provisions of this section may result in the loss of authorized driver status and disciplinary action.

17. Minimum Use Criteria

In accordance with Government Code Title 10, section 2171.105 (b), any minimum use criteria developed in the State Plan does not apply to an institution of higher education. The University still has an obligation to monitor vehicle usage and rotate vehicles as needed to maximize vehicle life and provide for optimal usage of resources.

Vehicles which accumulate less than 4500 miles a year should be considered for surplus or rotation to maximize utilization.

a. The only exemptions to the minimum use criteria are:
   (1) Vehicles with a manufacturer’s gross vehicle weight rating (GVWR) of more than 8,600 pounds;
   (2) Law enforcement vehicles;
   (3) Special use vehicles such as construction or vehicles with specialized equipment attached;
   (4) A waiver granted by Fleet Manager.

b. The University’s Fleet Manager will review quarterly the mileage reports for all vehicles owned by the University. Departments with vehicles having accumulated less than the minimum mileage for the past three months of operation will be identified.
   (1) The University’s Fleet Manager will notify the affected department notifying them of this finding.
   (2) Should a department wish to apply for a waiver from the minimum utilization requirement, that department’s vehicle custodian will have 20 work days, from the notification date, to submit required justification. Justification letters should be forwarded to the Fleet Manager for review. The types of justification information that may be submitted include but are not limited to:
      a) How the vehicle will help accomplish the mission of the department;
      b) The services that will be provided with the vehicle;
      c) The core function of the vehicle and how it relates to the core function of the University;
      d) If the vehicle is campus-based or used locally, how many trips per day or days per month is the vehicle used;
      e) The number of passengers per month which will be carried;
      f) The cost to rent or lease a comparable vehicle for the same number of days or trips compared to the cost of ownership.
   (3) Upon receipt of documentation from the effected department, the University’s Fleet Manager will review the documents for compliance with OVFM’s requirements and attach a recommendation for approval or disapproval. Then the departmental request and Fleet Manager’s recommendation will be forwarded through the Associate Vice President for Facilities to the Vice President of Business Affairs for final approval. Once approved, a copy of this document will be filed with the vehicle’s historical record.

18. Departmental Vehicle Coordinators

All vehicle custodians (department heads/directors/deans/chairpersons) are responsible for establishing one vehicle coordinator within their area of responsibility. The name and contact information for the vehicle coordinator must be provided to the University’s Fleet Manager. The vehicle coordinator will be the main departmental contact for the Fleet Manager.

19. Fleet Fueling and Card Policy
a. Unless specifically prohibited by the vehicle’s manufacturer warranty or recommendations, all vehicles operating on gasoline must use regular grade, unleaded gasoline. Except as noted, high-octane blends (marketed as premium, super-unleaded, etc.) offer no proven benefit and are prohibited for use in University vehicles.

b. Vehicles capable of using alternative fuels will use them exclusively. Exceptions are:
   (1) Where and when alternative fuel is not available
   (2) The range of alternative fuel is insufficient to complete a round trip, in which case the alternative fuel shall be used until exhausted, with conventional fuel used only to complete the trip or until the alternative fuel is available
   (3) When alternative fuel costs are more than conventional gasoline or diesel
   (4) When the conversion equipment is not working or is unsafe to operate, in which case repairs or inspections shall be made so that the vehicle may continue to operate on the alternative fuel
   (5) When operating exclusively on an alternative fuel are contrary to the vehicle manufacturer or alternative fuel conversion equipment vendor recommendations

c. University vehicle operators will use self-service islands only when refueling at retail fueling stations.

d. OVFM requires the use of state retail fuel contracts administered by the Texas Procurement and Support Services office. Vehicle custodians are required to eliminate the use of any retail fuel card, other than those authorized by OVFM. Contact the Fleet Manager for applications and assistance in securing these cards. Exceptions to the use of retail state fuel contracts require a waiver from the OVFM. Please note, fuel cards issued by the Fleet Manager for use in University owned facilities are exempt from this requirement.

20. Vehicle Assignments and Fleet Consolidation

   a. Routine assignment of a vehicle to any University official or employee is prohibited.

   b. Vehicles may be assigned 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.

   c. All other University vehicles will be assigned to a department. Department vehicles must be available for checkout as needed and must be used over other options, including rental vehicles and employee reimbursement for use of personal vehicles. Consistently underused department vehicles must be rotated to increase the average miles driven and meet OVFM’s minimum utilization requirements or be sold as surplus.

21. Utility Vehicles, Golf Carts, and Mini Vehicles

   a. With regards to driver eligibility, the same rules and regulations apply to utility vehicles, golf carts, and mini-vehicles as are applied to licensed vehicles.

   b. All purchases of utility vehicles, golf carts, and mini-vehicles will be coordinated through the Fleet Manager.

   c. Unlicensed vehicles are required to be purchased equipped with the following safety features:
      (1) Headlights
      (2) Brake lights
      (3) Turn signals
      (4) Rear view mirrors
      (5) Safety flag
      (6) Safety Triangle
      (7) Horn

   d. All unlicensed vehicles will also have appropriate UTSA decals and vehicle identification numbers applied.

   e. Vehicle custodians will decide whether they purchase electric or gas powered vehicles.
f. Operation:

(1) University vehicles are to be used for official University business only.
(2) Utility vehicles, golf carts, and mini vehicles are not to be operated off campus, except when properly transported by trailer for University sponsored events.
(3) When driving on University roadways carts must stay to the right side of the road at all times to allow for normal traffic to flow unrestricted.
(4) While operating on campus, pedestrians will ALWAYS have the right of way.
(5) Posted speed limits and signs will still be observed and enforced.
(6) Vehicles may not be driven off designated roads except by facilities personnel for maintenance purposes when absolutely necessary.
(7) Violation of any of these guidelines can result in disciplinary action by the University.

22. Responsibilities

a. The Vice President for Business Affairs is the senior executive responsible for the University’s Fleet Management program.

b. The Associate Vice President for Facilities is responsible for authorizing the Fleet Manager’s administrative recommendations and forwarding them to the Vice President for Business Affairs.

c. The University Bursar provides the following services:

(1) Acquire and maintain all vehicle titles and registrations.
(2) Grant departmental authority for the disposal and sale of all vehicles.
(3) Coordinate the settlement of all university vehicle insurance claims.

d. The University’s Vehicle Fleet Manager is responsible for:

(1) Maintaining compliance with state mandates governing vehicle fleet management;
(2) Monthly collection and data entry of vehicle 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 Texas Procurement and Support Services Office of Vehicle Fleet Management;
(5) Developing and implementing University level policies and procedures related to vehicle fleet management;
(6) Observing and enforcing, at the University level, the statewide vehicle fleet management policies and procedures;
(7) Ensuring the University tracks and utilizes any new vehicle or replacement parts warranty that may be in effect when a vehicle must be serviced or repaired;
(8) Coordinating purchase waivers from the Texas Procurement and Support Services Office of Vehicle Fleet Management;
(9) Review and recommend for approval/disapproval of all vehicle purchases, transfers and deletions;
(10) Processing appropriate paperwork to acquire and track vehicle titles, license plates and alternative fuels tax decals, track driver’s license checks on all University approved drivers, and reporting the results to the individual departments;
(11) Preparing, tracking and renewing alternative fuel waivers;
(12) The electronic submission of vehicle use report data and information to OVFM as required.

e. The Vehicle Custodian is responsible for:

(1) Being a good steward of University vehicles and managing them accordingly;
(2) Appointing a departmental vehicle coordinator and providing vehicle fleet management with the name and contact information;
Routine inspection of vehicles to ensure operational condition and the required vehicle insignia is complete and visible on both sides of the University vehicle;

Ensuring all vehicle damage and repairs are corrected as needed;

Programming and identifying funds to replace vehicles when required;

Ensuring departmental compliance with the required University preventive maintenance program;

Ensuring University vehicles are used for their intended purpose;

Coordinating all vehicle requisitions through the University’s Fleet Manager;

Coordinating all vehicle transfers and deletions through the University’s Vehicle Fleet Manager and Office of the Controller;

Rotating and/or eliminating vehicles with low utilization;

Being knowledgeable of all vehicle fleet management policies and procedures; and

Ensuring compliance with the established vehicle fleet management program. Non-compliance with this section may result in the loss of University vehicle privileges.

f. The Vehicle Coordinator is responsible for:

(1) Accumulating and assuring mileage, fuel, and maintenance information on vehicle use reports is maintained accurately;
(2) Accumulating and providing any other information required by the University’s Fleet Manager;
(3) Ensuring vehicle use reports are accurately maintained;
(4) Retaining accurate files on University vehicles for reference should the need arise;
(5) Submitting the original vehicle use report to the University’s Fleet Manager no later than the 5th of each month reporting the previous month’s vehicle activities;
(6) Keeping the University’s Fleet Manager 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 University’s Fleet Manager and Purchasing;
(8) Advising the University’s Fleet Manager of all vehicle accidents/incidents that occur and providing a copy of the vehicle accident package and police report;
(9) Being familiar with and communicating established vehicle fleet management policies and procedures to applicable parties within their department;
(10) Ensure all drivers have received appropriate vehicle operator training.

The Vehicle Operator is responsible for:

(1) Completing vehicle use reports on a daily basis in an accurate manner;
(2) Identifying any mechanical, electrical, or physical problems associated with the vehicle they are operating and scheduling repair of same;
(3) Fueling/charging the vehicle to ensure it does not fall below ¼ tank/charge capacity;
(4) Cleaning of both the interior and exterior of the vehicle;
(5) Reporting accidents immediately to supervisor and assisting with the completion of vehicle accident paperwork;
(6) Following all State laws associated with vehicle operation;
(7) Operating only vehicles they are authorized to use;
(8) Maintaining a valid driver’s license;
(9) Using University vehicles for official University business only;
(10) Keeping the vehicle secured when not in operation;
(11) Ensuring the state inspection is current;
(12) Completing daily and weekly vehicle maintenance checks to ensure the vehicle is in good operating condition;
(13) Complying with the University vehicle fleet management program.