I. PURPOSE AND SCOPE

This document outlines procedures to be used in operating a responsive fleet management service to support the mission of the University of Houston. Emphasis is placed on providing professional customer service, efficient economical solutions to transportation and maintenance issues, and efficient use of the university vehicle fleet. Additionally, this plan formally establishes fleet policies and procedures required to increase vehicle use, reduce fleet maintenance expense, and improve the overall operating efficiency of the University’s fleet.

This document is consistent with State of Texas Government Code §2171.1045, Restrictions on Assignment of Vehicles, and other applicable requirements established by the State Council on Competitive Government and the Office of Vehicle Fleet Management (OVFM) within the Texas General Services Commission (GSC).

II. POLICY

The university strives to manage its vehicle fleet in the most effective and efficient manner possible, consistent with the university’s mission, state replacement and mileage goals, state and federal regulations, and university policies and procedures.

The university’s Fleet Coordinator will serve as a central communication and control point of contact for all fleet management responsibilities.

III. DEFINITIONS

1. Auto Shop Supervisor: A person, designated by the University of Houston, responsible for performing basic preventative maintenance, repairs and tracking of vehicles repair history.

2. Cap: The limit of fleet vehicles at an institution, governed by OVFM, and must receive a. Approval must be granted by OVFM for prior to increasing the university’s fleet cap or penalties may incur.

3. Fleet Coordinator—: A person, designated by the university, responsible for planning, directing, managing, coordinating and supervising programs for the acquisition, assignment, utilization, maintenance, repair, replacement and disposal
of fleet vehicles. Field employees: Those employees whose regular duties require work in locations other than agency or institutional headquarters and who regularly require a vehicle for ongoing daily duties.

7. Fleet Vehicle: Fleet vehicles governed by this policy and reported to OVFM are road licensed vehicles owned or leased by the University. This does not include the electric and gasoline utility vehicles used by many departments.

5. Pool Vehicle – A light duty on road or off road vehicle (car, van, station wagon, or pickup with a gross vehicle weight (GVW) under 8,601 pounds), not assigned to an—field—employee or law enforcement/emergency service, suitable for providing basic transportation for any authorized driver.

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

IV. FLEET MANAGEMENT AND STRUCTURE

A. The Director for Environmental Health and Risk Management is responsible for setting minimum driver acceptability criteria for all employees using vehicles regularly as part of their job and for those who may occasionally drive a vehicle in work-related activities.

B. The Fleet Coordinator has overall responsibility for planning, coordinating, implementing, and enforcing the fleet management plan. Specific responsibilities include but are not limited to:

1. Serving as the central—primary point of contact with OVFM, reporting vehicle use data, responding to queries about the university’s fleet and fleet cap, preparing waiver requests, and ensuring compliance with statewide fleet management vehicle reporting and policies and procedures as they relate to the university including staying current with software needs as required by OVFM;

2. Collecting and entering vehicle and vehicle use information into the vehicle fleet database monthly;

3. Coordinating fleet management decisions regarding vehicle purchases and replacement, maintenance and repair, vehicle assignments and utilization, and vehicle disposal;

4. Reviewing vehicle acquisitions and their funding sources;

5. Reviewing reported inappropriate use of state vehicles and supporting vehicle policy violation investigations;
4.6. Coordinating fleet management efforts associated with the department vehicle managers, the Purchasing Department, and the Vehicle Maintenance Auto Shop Supervisor;

5.7. Investigating accidents and assisting in with the processing of insurance claims;

6.8. Coordinating the acquisition of appropriate insurance and distributing vehicle insurance cards to department heads;

7.9. Developing and/or assisting with vehicle related necessary driver training programs;

8.10. Screening potential new drivers through the Texas Department of Public Safety for driving violations and license status annually, and coordinate actions if individuals do not meet the university’s acceptability criteria;

9.11. Working with appropriate university departments to provide for alcohol and controlled substance testing for those positions requiring the possession of a class “A” Commercial Driver License; and,

10.12. Keeping informed regarding of industry “best practices” and working to adopt implementing such practices, where feasible applicable appropriate.

C. The Vehicle Maintenance Shop has—is responsible for scheduling and providing all routine maintenance functions for all fleet vehicles, including but not limited to:

1. They will performing basic maintenance functions such as oil changes, tire rotations/replacements, tune-ups etc. More Additional complex maintenance work will flow through the shop as well.

2. The Auto Shop manager Supervisor is responsible for tracking and coordinating warranty repairs in addition to maintenance agreements for outside repairs in conjunction with the Purchasing Department and the Fleet Coordinator. In addition, the shop will have direct computer access to the State’s Fleet Management software system.

D. Departments who with owned or leased vehicles assigned to them are responsible for:

1. Controlling the use of vehicle(s) to meet all university policies and procedures in addition, but not limited, to the following:
2.1. Ensuring vehicles are maintained in a clean, safe and serviceable condition and reporting vehicle malfunctions to the vehicle maintenance shop; and,

2. Investigating misuse and damage of vehicles;

3. Recommending and/or taking corrective action, which may result in the loss of authorized driver status and disciplinary action up to and including termination.

E. Vehicle operators are responsible for:

1. Using university owned, rented or leased vehicles for official university purposes only including, but not limited to, the following as well as:

   1. Complying with the no smoking policy while in the vehicle;

   2. Ensuring the safety and comfort of passengers by requiring that all passengers use proper vehicle safety devices when inside the vehicle;

   3. Using lap and shoulder restraints and informing passengers of this requirement;

   4. Identifying, documenting, and reporting all mechanical discrepancies to appropriate supervisors or vehicle maintenance personnel for prompt correction and repairs;

   5. Ensuring all cargo is properly loaded and secured prior to moving the vehicle;

   6. Submitting copies of all fuel purchases and maintenance obtained off campus to the Fleet Coordinator and Vehicle Maintenance Shop;

   7. Notifying the direct supervisor and Fleet Coordinator of any change in their physical limitations or if a significant infraction of civil traffic laws was incurred by them; and,

   8. Reporting all accidents or other losses in accordance with guidelines established by the Environmental Health and Risk Management Department.

V. OFFICIAL USE OF VEHICLES

A. 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.
Personnel authorized to use vehicles for domicile-to-duty authority must not use these vehicles to conduct personal business in conjunction with official university business or duties.

B. Those employees having emergency or rapid response requirements, such as law enforcement personnel, may be authorized by university management to take a university owned/leased vehicle to a local dining establishment.

VI. VEHICLE OPERATOR RULES OF CONDUCT

While driving a university vehicle, employees are engaged in an activity that represents the university to the general public. Therefore, all authorized drivers must convey a positive, professional image. To accomplish this drivers are expected to 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.

VII. 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 available online at http://www.uh.edu/plantops/emanual/forms/ehrm/fleet_vehicle_log.xls.

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 purchases made for the vehicle by the driver from private sector vendors must be itemized and attached to the Monthly Vehicle Use Report Form. The vehicle operator is responsible for reporting these transactions in the manner prescribed by the university to the Fleet Coordinator.

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 operator will review the report for accuracy and sign in the designated space. Then, the completed report will be sent to the University’s Fleet Coordinator. This report must be submitted no later than the fifth day of the following month.

VIII. VEHICLE USE AND DRIVER AUTHORIZATION
A. A University vehicle may only be driven to accomplish a specific purpose or task for the university. If a University owned vehicle is not available; the University, at its option, may provide an alternative form of transportation (the use of a pool vehicle) or reimburse an employee for the use of a personally owned vehicle. Authority to drive a vehicle is restricted to faculty, staff and students conducting official business for the University. Use is limited to accomplishing academic, research and/or administrative responsibilities of the department involved.

B. To become an authorized driver, a vehicle operator must possess a valid Texas Vehicle Operator's License and submit a Motor Vehicle Record Evaluation Form to the Department of Environmental Health and Risk Management Fleet Coordinator to be added to the approved drivers list. Before being placed on the approved drivers list, this department—the Fleet Coordinator will verify an employee’s driving record through the Texas Department of Public Safety or an alternative service provider. This department—the Fleet Coordinator is also responsible for conducting an annual driving records check on all approved drivers and providing each vehicle custodian’s department contact with a document confirming their drivers’ status as authorized or unauthorized.

C. 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. Additionally, if the employee’s position requires a valid license, failure to maintain an excellent driving record may result in disciplinary action up to and including termination.

D. To legally operate some heavy duty University vehicles, state law requires the driver to possess a valid commercial driver’s license. 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.

ACQUISITION AND USE

A. Fleet Cap: If the purchase of a vehicle exceeds the university’s fleet cap, the cap must be increased by OVFM prior to the purchase of the vehicle. The Fleet Coordinator will provide assistance with this process.

B. Alternative Fuel Program: The U.S. Department of Energy requires all vehicles purchased or leased by the university to be capable of using an alternative fuel. Alternate fuel vehicles reduce the dependency on imported oil by utilizing other...
fuels such as ethanol (E85), compressed natural gas, liquefied propane gas, hybrid electricity and gas, or electricity. The Fleet Coordinator will assist the department to assure that a new vehicle meets these federal requirements.

C. Vehicle Purchase—Replacement Requests Form: A department wishing to purchase a new vehicle will prepare and submit a vehicle purchase-replacement request form with written justification for each vehicle to the Fleet Coordinator. Justification must include, as a minimum, the following information:

1. Description of the primary purpose of the vehicle, such as transportation, education, or research;

2. Total number of licensed and off-road vehicles currently assigned for department use;

3. Type of vehicle and modification required to that vehicle;

4. Estimated number of passengers to be transported daily;

5. Estimated pounds of cargo to be transported daily;

6. Estimated monthly mileage;

7. Source of funding; and,

8. If the new vehicle is a replacement for an existing vehicle, the department must identify that vehicle.

BD. Vehicle Leasing and Rental Requirements: Vehicles may be leased or rented from outside sources when there are no appropriate vehicles available from the pool. A department wishing to rent or lease a vehicle will organize it within their department and notify the Fleet Coordinator to prepare and submit a written request to the Fleet Coordinator. The Fleet Coordinator will forward the request to the Purchasing Department for action. Upon arrival of the vehicle, the department is also responsible for arranging insurance coverage for leased vehicles through the university’s Environmental Health and Risk Management Department. The optional liability and physical damage coverages must be purchased for leases under 30 days or from the car rental company for all rented vehicles and the department of the vehicle’s availability. Short term leases of less than 30 days are exempt from this requirement.

CE. Use of Personally Owned Vehicles: Whenever possible, employees should use vehicles assigned to their department, rent a vehicle through the University’s travel department, or arrange to use a pool vehicle. When personal vehicles are
used for University business, a Travel Request must be submitted and approved in advance, and the employee will be reimbursed per the state’s mileage reimbursement rate. The reimbursement rate takes into account fuel cost, wear and tear on the vehicle, maintenance and insurance expenses.

**DF.** Purchasing Department Responsibilities: This department has responsibility for procuring all university owned and leased vehicles in accordance with applicable state and university procurement requirements. No procurement actions will be taken without prior written authorization of the Fleet Coordinator. All vehicles must be delivered to the Fleet Coordinator or Vehicle Maintenance Shop before the department takes possession.

**EG.** Exceptions: Law enforcement vehicles, vehicles purchased with non-appropriated funds, and vehicles with a manufacturers gross vehicle weight rating (GVWR) of more than 8,600 pounds are exempt from the requirements of the state’s plan. All vehicles, regardless of funding source used to acquire them, are subject to the reporting and conversion requirements addressed in this document.

**FH.** Replacement Criteria: Vehicles purchased with appropriated funds and with a manufacturer’s GVWR of less than 8,600 pounds will be replaced using the following criteria.

**STATE FLEET REPLACEMENT GOALS**

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Purpose</th>
<th>Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sedans &amp; Wagons</td>
<td>Staff or Client Transport</td>
<td>six yrs/90,000 miles</td>
</tr>
<tr>
<td>Light Trucks &amp; SUVs</td>
<td>Basic Transport, Light Hauling</td>
<td>six yrs/100,000 miles</td>
</tr>
<tr>
<td>Passenger Vans</td>
<td>Staff or Client Transport</td>
<td>six yrs/100,000 miles</td>
</tr>
<tr>
<td>Cargo Vans</td>
<td>Cargo Hauling</td>
<td>eight yrs/100,000 miles</td>
</tr>
</tbody>
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**GI.** State Mandate Mileage Requirements: Departments with vehicles that do not meet the minimum use criteria of 11,000 annual miles established by the state will be required to submit a detailed written justification to Fleet Management. Vehicles may be designated as excess and subject to disposal from the fleet unless a lifetime or temporary exemption has been permitted through OVFM. Fleet Management will apply for such exemptions on the university’s behalf.

**HJ.** Titles and Registration: All original vehicle titles and registration receipts will be acquired and maintained by the Office of Property Management Department.

**VA4X.** VEHICLE CONSOLIDATION AND ASSIGNMENT (see §2171.1045 Restrictions on Assignment of Vehicles)
A. The university’s motor pool will consist of all vehicles that have been purchased with state-appropriated funds and that are not otherwise assigned to field--an employees or individuals. The university will identify opportunities for reduction or consolidation (when logical).

B. Pooled vehicles will be available for check out on an as-needed basis by those individuals with a valid Texas driver license and who are currently employed by the university and have been cleared in accordance with applicable policies regarding motor vehicle record evaluations.

C. A vehicle may be assigned to an individual administrator or executive employee only if the university makes a written documented finding that the assignment is critical to the needs and mission of the university and the finding is presented, in writing, to OVFM (via the Fleet Coordinator) as assignments occur. The documentation will include vehicle identification number, license plate number, year, make and model; the name and position of the individual to whom it is assigned; and the reason the assignment is deemed critical to the needs and mission of the university.

XVII. VEHICLE FUELING REQUIREMENTS

All university vehicles will utilize the campus fueling facility. Under state contract the university is able to bulk purchase gasoline at below retail prices. Unless specifically prohibited by manufacturer warranty or recommendations, all university vehicles operating on gasoline shall use regular unleaded fuel.

XVIII. ALTERNATIVE FUEL PROGRAM

The U.S. Department of Energy requires all vehicles purchased or leased by UH to be capable of using an alternative fuel. Alternate Fuel Vehicles reduce the dependency on imported oil by utilizing other fuels such as ethanol (E85), compressed natural gas, or liquefied propane gas; hybrid (electric and gas) or electric vehicle (EV). A list of acceptable vehicles is posted on the Environmental Health and Risk Management Department’s website at www.uh.edu/plantops/ehr. The Fleet Coordinator will assist the department to assure that a new vehicle meets these federal requirements.

IXIII—INSURANCE

The Environmental Health and Risk Management Department purchases liability insurance from private sources for all owned and leased vehicles and physical damage insurance when requested by the responsible department. Requests to have vehicles added, removed, or receive coverage from this insurance policy are to be sent to the Fleet Coordinator.
XIV. REPORTING ACCIDENTS AND MISUSE

A. All vehicle accidents should be reported to the employee’s direct supervisor, the direct supervisor should contact the Fleet Coordinator and the insurance claim officer in the Environmental Health and Risk Management Department. Vehicles involved in accidents shall be promptly removed from service and delivered to the vehicle maintenance shop for repair estimates and/or repairs. A copy of the completed repair work order shall be forwarded to the Fleet Coordinator for inclusion in the accident case file. All repairs will be submitted to OVFM.

B. University personnel have an obligation to report suspected cases of vehicle misuse to their immediate supervisor. The supervisor, in turn, will notify the Fleet Coordinator and other appropriate university officials in accordance with the Fraud, Waste and Abuse Program.

XIV. EXCESS VEHICLES

Vehicles declared as excess by departments will be turned into the Fleet Coordinator along with the appropriate documentation for reassignment completed Authorization to Move or Transfer Furniture and Equipment Form available on the Property Management website at http://www.uh.edu/finance/Departments/Property%20Management/PRP-1a%20Authorization.xls, and a completed Vehicle Purchase and Replacement Request Form for vehicle disposal action. Vehicles will be sold by advertisement to other eligible state entities, sealed bid, auction or through other approved surplus property disposal processes. Property Management will coordinate these reassignment or disposal transaction(s). Appropriate reports will be filed with OVFM if necessary by the Fleet Coordinator.

XI. OFFICIAL USE OF VEHICLES

A. Use of vehicles owned, leased or rented by the university for personal reasons is a violation of public law. Personnel authorized to use vehicles for domicile-to-duty authority must not use these vehicles to conduct personal business in conjunction with official university business or duties. Personal business includes, but is not limited to, trips to the post office, clothing/grocery stores, fast food establishments, laundries, banks or credit unions.

B. As a rule, transportation to a dining facility is an individual’s responsibility. However, university management may authorize personnel to take vehicles owned, leased or rented by the university to local dining facilities when necessary to meet the university’s mission. This authority shall not be given for personal convenience, but rather to those individuals having emergency or rapid response requirements such as law enforcement personnel.
XII. REPORTING ACCIDENTS AND MISUSE

A. Vehicle accidents should be immediately reported to the Fleet Coordinator or another member of the Environmental Health and Risk Management Department. Vehicles involved in accidents shall be promptly removed from service and returned to the vehicle maintenance shop for repair estimates and/or repairs. A copy of the completed repair work order shall be forwarded to the Fleet Coordinator for inclusion in the accident case file.

B. University personnel have an obligation to report suspected cases of vehicle misuse to their immediate supervisor. The supervisor, in turn, will notify the Fleet Coordinator and other appropriate university officials in accordance with the Fraud, Waste and Abuse Program.

XIII. DRIVER AUTHORIZATION

A. Only personnel regularly employed or compensated by the university may operate vehicles owned, leased or rented by the university, unless specifically otherwise authorized. In those cases, the President must approve the request in writing. Copies of the approved request will be filed with Fleet Management.

B. Personnel are responsible for all traffic/accident citations issued while operating vehicles owned, leased or rented by the university.

C. Personnel must have a valid Texas driver license of the appropriate class and endorsements.

D. Drivers records must be checked and approved by the Fleet Coordinator before a driver is authorized to drive a vehicle owned or leased by the university.

XIV. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for Plant Operations.

Review: Every three years, on or before July 1

XVI. APPROVAL

John Rudley
Executive Vice President for Administration and Finance

Jay Gogue
President
XVI. REFERENCES

Index Terms: Field Employees

Fleet Management

Motor Vehicle Record Evaluation

Vehicle Leasing

Vehicle Purchase Request