

UNIVERSITY *of* HOUSTON  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

**SECTION: Administrative Operations**  
**AREA: General**

**Number: 03.01.04**

<b>SUBJECT: Fleet Management Plan</b>
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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.

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 efficient, effective manner possible, consistent with the university's mission, state replacement and mileage goals, and university policies and procedures.

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

III. DEFINITIONS

Field employees: Those employees whose regular duties require work in locations other than agency or institutional headquarters and who regularly require a vehicle for on-going daily duties.

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

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 point of contact with OVFM, reporting vehicle use data, responding to queries about the university's fleet, 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 need as required by OVFM;
  2. Coordinating fleet management decisions regarding vehicle purchases and replacement, maintenance and repair, vehicle assignments and utilization, and vehicle disposal;
  3. Reviewing reported inappropriate use of state vehicles;
  4. Coordinating fleet management efforts associated with department vehicle managers, Purchasing Department, and the Vehicle Maintenance Shop;
  5. Investigating accidents and processing insurance claims;
  6. Coordinating the acquisition of appropriate insurance;
  7. Developing necessary driver training programs;
  8. 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. 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. Keeping informed regarding industry "best practices" and working to adopt such practices, where feasible.
- C. The Vehicle Maintenance Shop has responsibility for scheduling and providing all routine maintenance functions for all fleet vehicles. They will perform basic maintenance functions such as oil changes, tire rotation/replacement, tune-ups etc. More complex work will flow through the shop as well. The shop manager will be responsible for tracking and coordinating warranty repairs in addition to maintenance agreements for outside repair in conjunction with Purchasing and the Fleet Coordinator. In addition, the shop will have direct computer access to the State's Fleet Management software system.

- D. Departments who own or lease vehicles assigned to them are responsible for:
1. Controlling the use of vehicle(s) to meet all university policies and procedures;
  2. Ensuring vehicles are maintained in a clean, safe and serviceable condition and reporting vehicle malfunctions to the vehicle maintenance shop; and,
  3. Investigating misuse and damage of vehicles recommending and/or taking corrective action.
- E. Vehicle operators are responsible for:
1. Using university owned, rented or leased vehicles for official purposes only;
  2. Ensuring the safety and comfort of passengers;
  3. Using lap and shoulder restraints and informing passengers of this requirement;
  4. Identifying, documenting, and reporting all mechanical discrepancies to appropriate supervisors or maintenance personnel for prompt correction and repair;
  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 Fleet Coordinator of any change in their physical limitations or a significant infraction of civil traffic laws 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. ACQUISITION AND USE

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

1. Total number of licensed and off-road vehicles currently assigned for department use;
  2. Type of vehicle required;
  3. Estimated number of passengers to be transported daily;
  4. Estimated pounds of cargo to be transported daily;
  5. Estimated monthly mileage;
  6. Source of funding; and,
  7. If the new vehicle is a replacement for an existing vehicle, the department must identify that vehicle.
- B. 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 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 Fleet Coordinator will arrange insurance coverage and the department of the vehicle's availability. Short-term leases of less than 30 days are exempt from this requirement.
- C. 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.
- D. 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 before the department takes possession.
- E. 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.

- F. 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

Vehicle Type	Purpose	Replacement
Sedans & Wagons	Staff or Client Transport	six yrs/90,000 miles
Light Trucks & SUVs	Basic Transport, Light Hauling	six yrs/100,000 miles
Passenger Vans	Staff or Client Transport	six yrs/100,000 miles
Cargo Vans	Cargo Hauling	eight yrs/100,000 miles

- G. 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.

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

VI. 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 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.

## VII. 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.

## VIII. 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, compressed natural gas, or liquefied propane gas. A list of acceptable vehicles is posted on the Environmental Health and Risk Management Department's website at [www.uh.edu/plantops/ehrm](http://www.uh.edu/plantops/ehrm).

## IX. 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.

## X. EXCESS VEHICLES

Vehicles declared as excess by departments will be turned into the Fleet Coordinator with the appropriate documentation for reassignment or disposal action. Vehicles will be sold by advertisement to other eligible state entities, sealed bid, auction or through other approved surplus property disposal processes. Appropriate reports will be filed with OVFM.

## 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

XV. APPROVAL

John Rudley  
Vice President for Administration and Finance

Jay Gogue  
President

Date of President's Approval: June 18, 2004

XVI. REFERENCES

Index Terms: Field Employees  
Fleet Management  
Motor Vehicle Record Evaluation  
Vehicle Leasing  
Vehicle Purchase Request