

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Administration

NUMBER: 03.E.07

AREA: Fleet Management

SUBJECT: Fleet Management Plan

1. PURPOSE

Each component university of the University of Houston System is required to comply with Texas Government Code, Section 2171, which mandates that agencies and institutions develop comprehensive management plans to cover its vehicular fleet. Each component university will respond and report directly to the Texas Building and Procurement Commission (TBPC) who will act on direction from the State Council on Competitive Government.

2. DEFINITION

The TBPC requires each component university to submit a formal vehicle management plan for consideration. The plan must include detailed recommendations for improving administration and operation of its vehicle fleet.

3. ADMINISTRATION

3.1. Appointment of Manager

The President of each component university will appoint an individual who shall have overall responsibility for the planning, coordination, implementation and enforcement of the plan and may develop rules and guidelines necessary for its implementation, including the integration of the plan into the purchasing and procurement processes of each component university.

3.2. Fleet Management

Each component university shall have a Fleet Management function that will serve as a central communication and control point for all fleet management responsibilities.

- 3.3. Responsibilities of the Fleet Manager must include:
- a. Acting as the central point of contact with the state Office of Vehicle Fleet Management (OVFM) the Fleet Manager is responsible for reporting vehicle use data, responding to queries about the agency's fleet, preparing waiver requests, and conducting any other business with OVFM;
 - b. Making fleet management decisions within OVFM guidelines including, but not limited to: vehicle purchasing and replacement, maintenance and repair, vehicle assignments and utilization, and disposal decisions;
 - c. Reviewing reported inappropriate use of state vehicles; and
 - d. Working closely with any assigned Department Vehicle Managers, Purchasing, and the Vehicle Maintenance Shop.

4. APPLICABILITY

- 4.1. At a minimum each component university plan shall consist of guidelines addressing the following:
- a. Number and type of vehicle and their purposes;
 - b. Formation of motor pools consisting of all vehicles not assigned to field employees;
 - c. Specific replacement and mileage criteria for vehicles purchased with appropriated funds;
 - d. Mandatory use of state retail fuel contracts, in-house auto shops or other methods to reduce maintenance costs, and use of alternative fuels;
 - e. Adoption of "Best Practices" to increase use and efficiency and to reduce maintenance and operation costs; and
 - f. Determinations by the Fleet Manager to retain, transfer, or dispose of an individual vehicle on a case-by-case basis.

5. ASSESSMENT

Each component university shall confirm, on an annual basis with the Vice Chancellor for Administration & Finance, that all reporting requirements and deadlines have been met to the satisfaction of the TBPC.

6. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Plant Operations

Review: Every three years, on or before May 1st

7. APPROVAL

Approved: John Rudley
Vice Chancellor for Administration and Finance

Jay Gogue
Chancellor

Date: June 16, 2004

8. INDEXING TERMS

Vehicle Fleet Management Plan
Fleet Management