

**ADMINISTRATIVE PROCEDURES**

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| **30.03 Vehicle Fleet Management** | **Revised: April 22, 2021** |

GOVERNING REGULATIONS

A&M System Regulation [21.01.08](http://policies.tamus.edu/21-01-08.pdf) Vehicle Fleet Management and the Office of Vehicle Fleet Management's [Texas State Vehicle Management Plan](https://comptroller.texas.gov/purchasing/docs/ovfm/state-fleet-plan.pdf) govern the Texas A&M Forest Service (TFS) Vehicle Fleet Management program.

SITE COORDINATOR

The Property Manager has been designated as Site Coordinator and is responsible for developing the TFS Fleet Management Program and ensuring compliance with Regulation 21.01.08 and the Comprehensive Compliance Plan. The Site Coordinator is responsible for reporting TFS fleet data to the State of Texas Fleet System.

VEHICLE COORDINATORS

Each department/program that possesses vehicles designates an individual as the department/program’s Vehicle Coordinator. The Vehicle Coordinator is the point of contact for questions and information concerning the department/program’s vehicles, and vehicle fleet management requirements. The Vehicle Coordinator is responsible for maintaining and submitting TFS fleet data to the Site Coordinator via the TFS Fleet System.

4. VEHICLE TECHNICIANS

Vehicle Technicians may include fleet specialists or mechanics that perform repairs or preventative maintenance on vehicles. They should perform preventative maintenance tasks as outlined in the TFS Fleet System. Fleet maintenance activity performed by Vehicle Technicians will be reported in the TFS Fleet System.

5. VEHICLE OPERATORS

Vehicle Operators are TFS employees who operate a TFS vehicle. The Vehicle Operator responsibilities include:

Possess and maintain a valid driver’s license or commercial driver’s license as required in the employee’s position description.

Complete a defensive driving course as soon as possible after hire and every five years afterwards.

Ensure vehicles are not used for any purpose other than official TFS business.

Keep vehicles secured when not in operation.

Follow all state laws associated with vehicle operations.

Resolve moving violations.

Ensure vehicles are maintained according to the preventative maintenance scheduled as outlined in the TFS Fleet System.

Ensure vehicles’ interior and exterior are clean to maintain a professional appearance.

Record maintenance or repair activity performed by the operator on the Vehicle/Fuel Card Log. [Note: Some units may require the operator to also enter this activity in the TFS Fleet System.]

See Administrative Procedure [10.31](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/1031%20TFS%20Required%20Training.docx) TFS Required Training and the TFS Safety Manual for additional Vehicle Operator responsibilities.

6. VEHICLE USE REPORTS

6.1 Each vehicle has a Monthly Vehicle Use Report/Fuel Card Transaction Log (Vehicle/Fuel Card Log).

6.2 Each time the vehicle is used, the Vehicle Operator enters the necessary information on the Vehicle/Fuel Card Log.

6.3 On the first business day of each month, the previous month’s Vehicle/Fuel Card Log is removed and forwarded to the Vehicle Coordinator, so that it is received by the fifth business day of the month.

7. VEHICLE MAINTENANCE AND REPAIR

7.1 TFS vehicles should be maintained according to the suggested maintenance schedules provided by the manufacturers.

7.2 The Equipment Specifications Committee may augment or enhance suggested manufacturer maintenance schedules as needed to ensure optimal performance.

7.3 All preventative maintenance schedules will be maintained in the TFS Fleet System. Additional guidance is provided in the Vehicle Maintenance Guidelines.

7.4 All applicable TFS purchasing procedures are utilized when obtaining repair or maintenance services for TFS vehicles. As part of this process, every effort is made to ensure that the best service and price are obtained.

8. VEHICLE FUELING

The Council on Competitive Government mandates that all state agencies implement a fuel card program. TFS has assigned the responsibility for administering the fuel card program to the Credit Card Coordinator. See Administrative Procedure [30.07](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/3007%20Fuel%20Cards.docx) Fuel Cards for specific procedures.

9. REPORTING

9.1 All fleet maintenance activity and data should be centrally reported in the TFS Fleet System.

9.2 The Vehicle Technician ensures that any maintenance activity performed at a TFS owned fleet maintenance shop or facility is entered into the TFS Fleet System.

9.3 The Vehicle Coordinator ensures that the monthly ending odometer reading per the vehicle log, vehicle repairs, and maintenance information (not already entered by Vehicle Technicians or Vehicle Operators) is entered into the TFS Fleet System by the last business day of each month for the vehicles’ previous month’s data. The Vehicle Coordinator will also review automatically uploaded fuel transactions for the previous month and correct any discrepancies in the TFS Fleet System.

9.4 The Vehicle Coordinator maintains a copy of the Vehicle/Fuel Card Logs in a file for each TFS-owned vehicle. When a vehicle is transferred to another department/program, including Surplus Property, the vehicle file is transferred to the receiving department/program’s Vehicle Coordinator and they are responsible for verifying the contact data is updated in the TFS Fleet System.

9.5 The Site Coordinator is the contact person for all Vehicle Coordinator inquiries regarding data entry into the TFS Fleet System.

9.6 Any accident involving a TFS motor vehicle that results in damage to any other vehicle, regardless of the extent of the damage, should be investigated by a police officer with jurisdiction in the area. Additionally, all accidents or damage to a TFS motor vehicle will be reported to the TFS EHS on the Texas A&M University System Motor Vehicle Accident Report Form (MVAR) within two days of the accident. See the TFS Safety Manual for additional information.

9.7 All fuel and mileage data captured by the agency fuel card vendor will be automatically imported into the TFS Fleet System on a daily basis to aid in fuel usage activity reporting and scheduling vehicle preventative maintenance activity.

10. COMPLIANCE MONITORING

10.1 The Site Coordinator oversees the administration of the TFS Vehicle Fleet Management Program to ensure that the TFS is compliant with all applicable laws, regulations, requirements and procedures.

10.2 The Site Coordinator performs a review of the TFS Fleet System and uploads data into the Texas Fleet System database. Inquiries are made to the appropriate Vehicle Coordinators regarding any data that appears questionable or missing.

11. FLEET SIZE

Except in cases of legislatively authorized program changes, federal program initiatives or documented need resulting from program growth or changes, TFS will not increase the size of its fleet purchased with appropriated funds.

12. PURCHASE OF VEHICLES

TFS utilizes a Vehicle Replacement Plan to help identify vehicles due for replacement. The plan helps the Agency identify vehicles coming due for replacement and to financially plan for the replacements.

12.1 Additional Vehicles

If a department/program wants to purchase a vehicle that will increase the size of the TFS fleet, a request must be routed to the Associate Director for Finance and Administration for approval.

b. If the requested vehicle will be purchased from an account in the 11XXXX through 12XXXX range, a waiver to increase the fleet size might be required by the Office of Vehicle Fleet Management (OVFM). The Site Coordinator determines if a waiver is required and works with the requesting department/program to complete a written justification and the formal waiver request. All waiver requests are approved by the Associate Director for Finance and Administration (or designee) prior to submission to OVFM. The Site Coordinator keeps the requesting department/program informed about the status of the request.

12.2 Replacement Vehicles

If a department/program wants to purchase a new vehicle to replace an existing vehicle, the following procedures are followed.

Individual Purchases:

a. A [Vehicle Replacement Notification](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Vehicle%20Replacement%20Notification.docx) form is completed, approved by the applicable Associate Director, and provided to the Property Manager.

The Property Manager verifies the information on the completed form, verifies that the stated criteria for replacing vehicles have been met, approves the form, and provides a copy to the Purchasing Department so that it can proceed with the purchase.

Annual Bulk Purchases:

A spreadsheet is used to capture the data related to the requested vehicles and vehicles to be turned in to surplus.

The spreadsheet is reviewed by the Property Manager and Associate Director for Finance and Administration to verify compliance. Upon approval by the Director, a copy is provided to the Purchasing Department so they can proceed with the purchases.

13. NEW VEHICLE RECEIPT AND REGISTRATION

13.1 Newly purchased vehicles, i.e., pickups, cars, vans, and SUVs will be

delivered/received by the Surplus Property Coordinator located in Lufkin. Vehicle registrations and renewals will be handled by the Surplus Inventory Supervisor.

13.2 The Site Coordinator sets up all new vehicles in the TFS Fleet System.

13.3 Newly purchased transport trucks will be delivered/received by the Hudson shop. Vehicle registrations and renewals will be handled by the Surplus Property Coordinator located in Lufkin.

CONTACT: [Property Manager](mailto:ddockery@tfs.tamu.edu), 979/458-6646