

21.01.08 Vehicle Fleet Management

Approved July 18, 2001

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Regulation Statement

Texas Government Code, Chapter 2171, Subchapter C, requires the Office of Vehicle Fleet Management (OVFM), as directed by the Council on Competitive Government (CCG), to develop a management plan with recommendations for improving the administration and operation of the state's vehicle fleet. The Texas State Vehicle Fleet Management Plan (Plan), dated May 2010, addresses each specific component and provides additional direction to implement the statute.

Reason for Regulation

This regulation implements state law and the Plan.

Procedures and Responsibilities

1. GENERAL

~~The Council on Competitive Government (CCG) adopted the State Vehicle Fleet Management Plan (Plan) on October 11, 2000.~~ The Plan contains requirements and methods for increasing efficiency and improving the administration and operation of the state's vehicle fleet as required by CCG. ~~The Texas Building and Procurement Commission (TBPC) is responsible for the implementation of the Plan.~~

The chief business officer~~Vice Chancellor for Business Services~~, with the concurrence of the President of Texas A&M University, will appoint the director of ~~the Department of Parking, Traffic and Transportation Services~~ or designee as The Texas A&M University System (~~TAMUS~~system) ~~F~~leet ~~M~~anager (Manager). Each system university, agency, ~~university~~ and the health science center ~~(component)~~ will appoint a site coordinator to administer the Plan at the component~~member~~ level.

System vehicles purchased with state-appropriated funds are subject to all requirements of the Plan. System vehicles purchased with non-appropriated funds are exempt from all Plan requirements but must adhere to the Plan's reporting requirements to satisfy Texas Government Code §2171.101. Donated vehicles that are incorporated into a system

member's fleet are subject to the same guidelines as those vehicles purchased with non-appropriated funds.

12. ADMINISTRATION OF VEHICLE FLEET MANAGEMENT PLAN

The Manager is responsible for the development and maintenance of the Comprehensive Compliance Plan (CCP) applicable to all system members components of TAMUS. The purpose of the CCP is to establish responsibilities and provide guidance for compliance within the systemTAMUS. The componentsEach system member may develop more explicit Rules and Standard Administrative Procedures and shall establish an Operational Guide (Program) at the membercomponent level that will implement the Plan and the CCP. As required by the CCP, each member's Program shall include written policies and procedures governing vehicle operation.

The Manager will also be responsible for reviewing each component's Program and coordinating with the component to ensure that the Program is in compliance with the Plan, this regulation and the CCP. The Manager will also be the central coordination point between TAMUS and the TBPC. All information received from the CCG or the TBPC will be distributed by the Manager to the site coordinators with instructions on the incorporation of any new requirements into the components' Program.

23. FLEET MANAGEMENT STRUCTURE

The structure of responsibility is shown below. The definitions will be incorporated into the CCP.

TEXAS GOVERNMENT CODE, Chapter 2171
Council ofon Competitive Government
(CCG)
Office of Vehicle Fleet Management
Texas Building and Procurement Commission (TBPC)
Texas State Vehicle Fleet Management Plan
(Plan)
The Texas A&M University System
(TAMUS)
System Regulation 21.01.08, —Vehicle Fleet Management
TAMUS System Fleet Manager
(Manager)
Comprehensive Compliance Program Plan
(CCP)
System Members (University, Agency or the Health Science Center)
(component)
Site Coordinator
ComponentMember Operational Guide (Program)Vehicle Coordinator

3. FLEET MANAGEMENT BEST PRACTICES

A Vehicle Fleet Management Committee comprised of the Manager and the site coordinators will be formed. The committee will be responsible for reviewing Chapter Six,

~~Best Practices, of the Plan. The committee will determine the applicability of the Best Practices to the CCP and the components' Programs.~~

4. VEHICLE REPLACEMENT GOALS

~~TAMUS~~ The system has adopted two replacement models, either of which may be utilized by site coordinators. The CCP contains Options I and II to provide guidelines for routine replacement of vehicles within the fleet. Either option offers sound fleet management practices and should result in minimizing capital replacement dollars and annual operating costs.

5. FLEET FUELING

~~TAMUS~~ System membersecomponents will use the state fuel card program. Site coordinators will be responsible for administering the program and issuing the fuel cards.

6. ~~MINIMUM USE CRITERIA~~

~~Site coordinators will review all vehicles purchased with appropriated funds to ensure they have accumulated the minimum mileage as outlined in the CCP. If it is determined by the State Office of Vehicle Fleet Management (OVFM) that a vehicle has not accumulated the minimum mileage, the process outlined in the CCP shall be followed.~~

76. STATE FLEET CONSOLIDATION POLICY

~~TAMUS~~ System membersecomponents with fleet vehicles purchased with appropriated funds, not assigned to field employees or administrative/executive employees, will assign those vehicles to the motor pool and have them available for check out.

~~MembersComponents~~ with existing motor pools that were purchased with appropriated funds, shall require use of pool vehicles over other options, including rental vehicles or employee reimbursement for use of personal vehicles, except in cases where the pool vehicle was not purchased with appropriated funds, pool vehicles are unavailable, unreliable, or there is a more cost-effective alternative. Consistently underused pool vehicles must be rotated to other areas or sold as surplus.

A vehicle purchased with appropriated funds may be assigned to an individual administrative or executive employee on a regular or everyday basis only when the membercomponent makes a written documented finding as described in the CCP that the assignment is critical to the needs and mission of the membercomponent.

All vehicles declared as excess or surplus will be disposed of in accordance with each member's component's process for the disposal of surplus property. If the surplus vehicle could be used for instructional purposes, the vehicle must be made available to public schools or school districts and, if claimed, will be transferred. Any funds recovered will be applied, whenever possible, to the source that funded the purchase.

87. VEHICLE RESTRICTIONS

~~TAMUS System memberseomponents~~ will not increase the number of vehicles purchased with appropriated funds except in cases of legislatively mandated program changes, federal program initiatives, or specific needs resulting from documented program growth or changes.

All motor vehicles donated to ~~TAMUS system memberseomponents~~ are subject to the requirements for acceptance of gifts in System Policy 21.05, Gifts, Donations, Grants and Endowments, and System Regulation 21.05.01, Gifts, Donations, Grants and Endowments, and the approval of the site coordinator, as well as the standards and procedures outlined in the CCP.

98. DATA COLLECTION AND AGENCY REPORTING REQUIREMENTS

~~Beginning March 1, 2001 TAMUS System memberseomponents~~ will conform to the reporting periods and due dates shown in the CCP. The ~~memberseomponents~~ will capture the data elements listed in Appendix A, Availability Codes A and B of the CCP. The ~~site coordinators, with help from OVFM, Manager~~ will implement a process ~~for site coordinators~~ to collect Availability Code C data.

All ~~memberseomponents~~ will maintain detailed supporting documentation for all reporting requirements according to the System Records Retention Schedule.

~~TAMUS The system and its memberseomponents will adopt and purchase the new uniform electronic reporting system when it becomes available. will report complete vehicle information through the Texas Fleet System (TxFS), in compliance with Texas Government Code §2171.101.~~

10. FLEET MANAGEMENT REPORTING REQUIREMENTS

~~By October 15, 2001, and each year thereafter, components shall report their indirect expenses/costs (overhead) to the OVFM. The Manager will give direction to the site coordinators concerning the reporting of overhead to fulfill this requirement.~~

119. INTERAGENCY AGREEMENTS

~~TAMUS The system and its memberseomponents will develop interagency agreements whenever possible to obtain maintenance, repairs and fuel with other institutions of higher education or state agencies located within their area.~~

Related Statutes, Policies, or Requirements

Texas Government Code, Chapter 2171

Council on Competitive Government

Texas State Vehicle Fleet Management Plan

Office of Vehicle Fleet Management

The Texas A&M University System Comprehensive Compliance Plan

The Texas A&M University System Records Retention Schedule

Definitions

Site coordinator –member-appointed individual responsible for administering the Plan at the member level, developing the member Program and ensuring member compliance with the regulation, CCP and member Program.

System fleet manager – individual appointed by the chief business officer who is responsible for ensuring compliance with the regulation and CCP.

Contact Office

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