

SYSTEM REGULATION

21.01.08 Vehicle Fleet Management

July 18, 2001

Revised January 9, 2002

Supplements System Policy 21.01

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. The Texas Building and Procurement Commission (TBPC) is responsible for the implementation of the Plan.

The 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) Fleet Manager (Manager). Each agency, university and the health science center (component) will appoint a site coordinator to administer the Plan at the component level.

1. ADMINISTRATION OF VEHICLE FLEET MANAGEMENT PLAN

The Manager is responsible for the development and maintenance of the Comprehensive Compliance Plan (CCP) applicable to all components of TAMUS. The purpose of the CCP is to establish responsibilities and provide guidance for compliance within TAMUS. The components may develop more explicit Rules and Standard Administrative Procedures and establish an Operational Guide (Program) at the component level that will implement the Plan and the CCP.

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.

2. FLEET MANAGEMENT STRUCTURE

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

TEXAS GOVERNMENT CODE Chapter 2171
Council of Competitive Government (CCG)
Texas Building and Procurement Commission (TBPC)
State Vehicle Fleet Management Plan (Plan)

Texas A&M University System (TAMUS)
System Regulation 21.01.08 – Vehicle Fleet Management
TAMUS Fleet Manager (Manager)
Comprehensive Compliance Program (CCP)
University, Agency or the Health Science Center (component)
Site Coordinator
Component 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 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 components 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.

7. STATE FLEET CONSOLIDATION POLICY

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

Components with existing motor pools 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 component makes a written documented finding as described in the CCP that the assignment is critical to the needs and mission of the component.

All vehicles declared as excess or surplus will be disposed of in accordance with each 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.

8. VEHICLE RESTRICTIONS

TAMUS components 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 components are subject to the approval of the site coordinator, as well as the standards and procedures outlined in the CCP.

9. DATA COLLECTION AND AGENCY REPORTING REQUIREMENTS

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

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

TAMUS and its components will adopt and purchase the new uniform electronic reporting system when it becomes available.

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.

11. INTERAGENCY AGREEMENTS

TAMUS and its components 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.

CONTACT OFFICE: The Vice Chancellor for Business Services

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