

UTA Vehicle Fleet Management Plan CO-CV-PR9

Responsible Officer: Vice President for Administration and Campus Operations

Sponsoring Department: Facilities Management

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Errors or changes to: aim@uta.edu

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I. **General**

This policy and procedure addresses the intent of Government Code Title 10 Section 2171, and more specifically Section 2171.1045, relating to the assignment and use of vehicles and will be referred to as the UTA Vehicle Fleet Management Plan. House Bill 3125, 76th Legislature, mandates the Office of Vehicle Fleet Management (OVFM) of the General Services Commission (GSC) as directed by the State Council on Competitive Government (CCG) to oversee management plans for the state vehicle fleets. OVFM will periodically review required policies and procedures and may periodically issue additional practices for implementation by state institutions.

II. **Other Related Procedures**

- A. *Motor Vehicles* ([Procedure 2-48](#))
- B. *Transportation Does Not Apply to State Accounts* ([Procedure 2-89](#))
- C. *Motor Vehicle Color and Identification Policy* ([Procedure 5-11](#))
- D. *Vehicle Gasoline Dispensing Procedures* ([Procedure 5-12](#))
- E. *Vehicle Repair* ([Procedure 5-13](#))

- F. *Vehicle Rental* ([Procedure 5-14](#))
- G. *Accidents (Motor Vehicle Collisions)* ([Procedure 6-2](#))
- H. *Assist Motorist* ([Procedure 6-3](#))
- I. *Vehicle Operation on Campus* ([Procedure 6-13](#))
- J. *Accident/Fire Reporting Policy* ([Procedure 8-2](#))
- K. *Driving Records/Training* ([Procedure 8-6](#))
- L. [UTS157 - Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles](#)

III. **Responsibility**

- A. The Office of Facilities Management will have the responsibility for developing and implementing the UTA State Vehicle Fleet Management Plan. The Director of Operations will be responsible for implementing the plan and management of the UTA vehicle fleet. With executive approval, the vehicle fleet manager will make decisions such as:
 - vehicle purchasing decisions
 - vehicle replacement decisions
 - maintenance decisions
 - repair decisions
 - vehicle assignment and use decisions
 - disposal decisions
 - review reported inappropriate use of state vehicles
- B. The Vehicle Fleet Manager will also:
 - be the central point of contact with the OVFM
 - be responsible for reporting vehicle use data
 - respond to queries about the University vehicle fleet
 - prepare waiver requests
- C. As required, all vehicles assigned to the various departments on campus will be maintained and repaired on a reimbursable basis program through the Facilities Management Vehicle Automotive Shop.

IV. Vehicle Exemptions

The following vehicles or types of vehicles are exempt from the full requirements of the management plan. Specific exemptions are the following:

- A. Vehicles used for law enforcement purposes, including pursuit vehicles, are exempt from the plan requirements except for data collection and agency reporting requirements.
- B. Vehicles purchased with institutional funds such as Housing Department funds are exempt from minimum use of criteria. The vehicles are subject to all other State Vehicle Fleet Management Plan requirements.
- C. Vehicles purchased with federal funds for specific projects will be exempt from the application of minimum use criteria. Vehicles are subject to all other State Vehicle Fleet Management Plan requirements.
- D. Specialized equipment and special purpose vehicles such as heavy highway construction equipment, passenger buses used for student transportation, high-reach equipment such as electrical bucket trucks, and grounds equipment which may use criteria other than age or mileage for determining replacement cycles. Examples of other criteria to be used include hours of service, availability of funding, equipment safety, cost and availability of rental equipment, duplicate capability, and frequency of use (not all inclusive).

V. Fleet Consolidation Opportunities

UTA is not considering fleet consolidation with other state agencies at the current time or in the foreseeable future. Further consideration may be given to this subject in the future once GSC, under the direction of the CCG, has had a chance to perform a cost comparison study and can provide guidance for means of cutting costs and still provide the required service.

VI. State Fleet Vehicles Replacement Goals

- A. The following guidelines provide minimum replacement goals for routine vehicle replacement. Attainment of these goals is expected to minimize fleet capital and operating costs.
- B. As a goal, most vehicles should be replaced when they reach 6 years (72 months) of service or 100,000 miles, whichever comes first. However, there may be circumstances in which vehicles may be replaced sooner (such as excessive maintenance or repair costs) or retained longer (such as unusually low maintenance costs). Fleet managers may make this determination on a case-by-case basis, using these guidelines as a starting point in their deliberations.

- C. The following table details the specific replacement goals for different types of vehicles and vehicle uses:

Vehicle Type	Purpose	Replacement Goals	
Age		Or Mileage	
Sedans and Wagons	Staff or client transport	6 years	90,000 miles
Light Trucks and Sport Utility Vehicles (SUVs) (8,600 GVWR or below)	Basic transport, light hauling	6 years	100,000 miles
Passenger Vans	Staff or client transport	6 years	100,000 miles
Cargo Vans	Cargo hauling	8 years	100,000 miles

1. Specialized equipment, such as heavy highway construction equipment, may not fall under any of the above categories. Such equipment may be considered for replacement according to other criteria, such as hours in service.
2. Some of the other criteria which the fleet manager will take into consideration when making disposal decisions:
 - a. availability of funding for replacement vehicles
 - b. number of vehicles needed for mission
 - c. mounted equipment
 - d. conversion from passenger to cargo use
 - e. current age of fleet and initial cost for replacement
 - f. comparatively short distances to multiple sites on campus

VII. State Fleet Fueling Policy

- A. UTA has a vehicle fleet refueling capability with a 10,000 gallon underground storage tank and metered dispensing pumps for gasoline, and a 500 gallon above ground, double walled tank and metered dispensing pump for diesel fuel (off-road use only).
- B. The purchase of the gasoline for servicing the storage tank will be through the UTA Procurement office. Only regular unleaded gasoline will be purchased.
- C. For vehicle trips outside the local area, the driver will use a contracted vendor card provided through state-wide contracts for retail fuel dispensing services established by the CCG. Self-service islands will be used at retail refueling stations. The vendor cards will be kept by the Facilities Management

Accountant/Funds Manager until needed for a trip. They will be returned to the Accountant at the completion of the trip along with refueling receipts.

- D. Use of alternative fuels: Vehicles capable of using alternative fuels will use them, with allowance for the following exceptions:
1. where and when the alternative fuel is not available
 2. the range of the alternative fuel is insufficient to complete a round trip, in which case the alternative fuel shall be used until exhausted with conventional gasoline or diesel fuel used only to complete the trip or until the alternative fuel is available
 3. when the alternative fuel costs more than conventional gasoline or diesel
 4. when conversion equipment is not working or is unsafe to operate, in which case timely repairs or inspections shall be made so that the vehicle may continue to operate on the alternative fuel, and
 5. when operating exclusively on an alternative fuel is contrary to the vehicle manufacturer or alternative fuel conversion equipment vendor recommendations

VIII. **State Fleet Minimum Use Criteria**

- A. UTA can expect periodic reports from the Office of Vehicle Fleet Management (OVFM) based on a reported fleet data system. The report is expected to identify vehicles that have accumulated less than the minimum mileage for the time frame and criteria as follows:
- Sept. 1, 2003: 2,750 miles every 3 months (11,000 annual miles)
- B. Note: The Office of Facilities Management will continue to make every effort with OVFM to establish a more suitable minimum use criteria to be more compatible with the campus vehicle usage.
- C. UTA will have 30 days from the quarterly (or semi-annual) OVFM report date to submit written justification for retaining those vehicles identified as failing to meet minimum mileage criteria. Extension may be granted by OVFM for agencies required to justify large numbers of vehicles. Justification information that agencies may submit for OVFM review includes, but is not limited to:
- How does the vehicle help accomplish the mission of the agency? What services are provided with the vehicle? What is the core function of the vehicle and how does this relate to the core function of the agency?
 - If the vehicle is campus-based or used primarily in a confined area, how many trips per day or days per month is the vehicle used? How many passengers per month are carried?

- What is the cost to rent or lease a comparable vehicle for the same number of days or trips compared to the cost of ownership?
- D. OVFM may provide waivers for specific time periods for individual vehicles based on OVFM's agreement with and acceptance of the justification information submitted.
- E. If OVFM does not agree with the justification, it will provide the institution and CCG written documentation stating the institution name, vehicle identification number, license plate, year, make, model, and reason for the waiver denial.
- F. UTA will have six months from the notification date to increase vehicle use to meet the minimum mileage criteria. If at the end of this six-month period the vehicle in question still does not meet minimum mileage criteria, OVFM will identify the vehicle as excess and notify both the institution and the CCG. Vehicles identified as excess will be prepared for sale as specified in this plan. Funds from the sale of these vehicles will be deposited in the individual institution accounts used to purchase the vehicles, as specified by House Bill 3125.

IX. Fleet Consolidation Policy

- A. UTA encourages the use of campus pool vehicles and requires their use over other options such as rental vehicles or employee reimbursement for use of personal vehicles. Exceptions to this would be cases where vehicles are unavailable, unreliable, or there is a more cost effective alternative.
- B. UTA has established multiple motor pools on the campus to meet the various needs and missions of the separate departments, sections, and shops of the University. Following are some of the reasons for the multiple pool concept:
1. provide availability of passenger vans for department rental and reimbursement, and spare vehicles when others are in for maintenance
 2. shops at various locations; inconvenience and lost time for daily checkout at centralized point
 3. insufficient parking at centralized point
 4. vehicles stocked, by shop, for parts and tools
 5. multiple short trips to multiple locations for each shop vehicle each day
 6. special mounted equipment such as pipe racks for Plumbers
 7. shop personnel needed in multiple locations at same time based on call-in maintenance requirements
 8. after normal hours availability
 9. short notice administrative response

10. shop personnel could be considered as field employees requiring vehicles for ongoing daily duties
 11. keys kept in shop for quicker vehicle availability
- C. Following are the departments, sections, and shops for the various locations of vehicle pools:
1. Vehicle Maintenance
 2. Electric Shop
 3. Carpenter Shop
 4. Plumbing Shop
 5. Paint Shop
 6. Custodial Section
 7. Grounds Maintenance
 8. HVAC Shop
 9. Thermal Energy Plant
 10. Facilities Management Administration (pool for use by the Assistant Vice President, Directors, Planner, Construction Inspectors, Computer Technician, and Managers)
 11. Housing Maintenance
 12. Police
 13. Environmental Health and Safety
 14. Procurement Services (and Mail)
 15. Telecommunications
 16. Mechanical Engineering
 17. Biology
 18. Academic Computing
 19. Athletics
 20. Business Administration
 21. CERT
 22. Civil Engineering

23. CS & Engineering
 24. Library
 25. Nursing
 26. Recreational Sports
 27. Student Activities
 28. Student Publications
 29. Texas Hall
- D. Underused pool vehicles will be rotated for increased usage or sold as surplus.
- E. Vehicles may be reassigned between the subpools as requirements dictate. As an example, when a van in the Vehicle Maintenance Pool is older and not suitable for long/lengthy road trips, it can be rotated to the Grounds Maintenance pool and the oldest van there surplus. The newly purchased van would then go to the Vehicle Maintenance Pool.
- F. Institutions assigning vehicles to individual administrative or executive employees shall report the following information to OVFM as assignments occur:
- vehicle identification number, license plate number, year, make, and model
 - name and position of the individual to whom it is assigned (except law enforcement officers when this reporting could jeopardize the individual's security)
 - reason the assignment is critical to the mission

X. Disposing of Fleet Vehicles

- A. UTA has a Surplus Property Section on campus. Any vehicles that are ready for disposal, or vehicles that have been identified as excess, will be disposed of through the Surplus Property Section. With this local capability there is no need to go through the GSC Surplus Property Division. Procedures for the disposal action will be determined by the UTA Surplus Property Section.
- B. Institutions must certify successful disposal of the identified excess vehicles to OVFM within six (6) months from the date of notification. Acceptable documentation includes the "Report of Sale of Property" for sealed bid sales or the "Recap of Awarded Bidders" for auction sales.

XI. Identification of Vehicles for Disposal

- A. After OVFM notifies the University that it must dispose of an excess vehicle, the decision of which vehicle to surplus is left to the University. The recommended decision would be to surplus the oldest vehicles with the highest mileage.
- B. Vehicles identified for disposal are not eligible for replacement with state funding.

XII. **Data Collection and Agency Reporting Requirements**

- A. UTA must capture the data elements listed in Appendix A, State Vehicle Fleet Management Plan and shall report the information to OVFM monthly. Due dates will continue to be the last day of every month for the previous month's data.
- B. Institutions must maintain detailed supporting documentation for all reporting requirements. OVFM has developed a standardized vehicle reporting log for agency use. Institutions that wish to use forms other than the standardized vehicle reporting log must submit a written request and copies of the proposed vehicle log to OVFM.

XIII. **Additional Fleet Management Best Practices**

A. **Maintenance**

1. rotate tires at manufacturer recommended intervals
2. replace brake pads and shoes before they wear disks or drums
3. establish local agreements for service and repairs
4. recycle parts from wrecked vehicles
5. create a vehicle maintenance schedule
6. track vehicle and parts warranties
7. change oil and fluids at the manufacturer recommended intervals

B. **Vehicle Selection**

Select the smallest and least expensive vehicle that can do the assigned task (example: where appropriate, use utility carts instead of licensed vehicles for Grounds Maintenance).

Related Procedures

- *Transportation Does Not Apply to State Accounts* ([Procedure 2-89](#))

- *Motor Vehicle Color and Identification Policy* ([Procedure 5-11](#))
- *Vehicle Gasoline Dispensing Procedures* ([Procedure 5-12](#))
- *Vehicle Repair* ([Procedure 5-13](#))
- *Vehicle Rental* ([Procedure 5-14](#))
- *Accidents (Motor Vehicle Collisions)* ([Procedure 6-2](#))
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- *Vehicle Operation on Campus* ([Procedure 6-13](#))
- *Accident/Fire Reporting Policy* ([Procedure 8-2](#))
- *Driving Records/Training* ([Procedure 8-6](#))
- *Drug and Alcohol Testing Policy* ([Procedure 3-40](#))

Related Links

- [UTS157 - Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles](#)