

**THE UNIVERSITY OF
NORTH TEXAS**

Facilities Business Services Department

Vehicle Fleet Management Plan

Revised October 19, 2007

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1. General Introduction

The University of North Texas has made a substantial, multi-million dollar investment in its vehicular equipment over the years. This fleet capital must be professionally managed so as to realize the full benefits of the investment made. Beyond this, the 260 vehicle fleet as of October 19, 2007 represents a group of assets that is essential to the operation of the many and varied University functions, most especially those of Facilities, Police/Traffic, Academic and Housing Departments. It follows then that operating policies and procedures be established, disseminated and carefully followed to maximize the service life of each vehicle.

Additionally, the State of Texas, by legislative act, has mandated, under Texas Government Code, Chapter 2171, Subchapter C, 2171.104, that the Office of Vehicle Fleet Management (OVFM) of the Texas Comptroller of Public Accounts, CPA (effective September 1, 2007), as directed by the State Council on Competitive Government (CCG), develop and implement a vehicle management plan to improve the administration and operation of vehicles statewide. The primary intention of the legislation is to minimize fleet capital and operating costs.

The State Vehicle Fleet Management Plan places certain requirements on all state agencies and institutions of higher education. Each institution shall appoint an individual specifically responsible for management of its fleet. This position shall be empowered, with executive approval to make all fleet management decisions within OVFM guidelines, to include, but not limited to:

- a. vehicle purchasing decisions;
- b. vehicle replacement decisions;
- c. maintenance decisions;
- d. repair decisions;
- e. vehicle assignment and use decisions;
- f. disposal decisions; and
- g. review allegations of misuse of state vehicles.

This individual will also be the central point of contact with the OVFM and is responsible for reporting vehicle use data, responding to queries about the agency's fleet, preparing waiver requests, observing and enforcing UNT and statewide fleet management policies and procedures, and conducting any other business with OVFM.

For the University of North Texas, the Associate Director for Facilities Business Services will serve as the Vehicle Fleet Manager endowed with the powers enumerated above.

2. Vehicle Acquisition

A. Fleet Size

Each year the Texas Building and Procurement Commission enters into contracts with vehicle manufacturers. The University may purchase its vehicles through these contracts through Purchasing and Payment Services or its delegated buyers (e.g., Facilities Purchasing Office). This process usually provides the best pricing and eliminates necessity for bid procedures.

The University's fleet size was capped at its October 19, 2007 level of 260 (See Exhibit A). New vehicles may be purchased if their acquisition does not increase the overall size of the fleet. For example, if a vehicle in the fleet is surplus in the course of purchasing a new vehicle. (Exemptions to this requirement are stated in 2.B and 2.C). Exceptions to this policy may be made under the following conditions:

1. If new legislatively mandated programs are created or existing ones change such that one or more vehicles are needed to satisfy the program requirements;
2. If the University receives grant funding for programs which require one or more vehicles to satisfy the grant terms and conditions;
3. If, due to new program initiatives or existing program growth, transportation requirements change such that a new vehicle(s) is necessary;
4. If, due to enrollment growth, new program initiatives, or factors mentioned above, new staff are added to the work unit necessitating the acquisition of a new vehicle(s).

When any of the above conditions exist, the appropriate Director, Dean or administrative head, with the approval of the appropriate Vice-President, may make a request to the UNT Fleet Manager to add a vehicle(s) without identified replacement(s). Each such request must be accompanied by sufficient documentation to justify the purchase. The UNT Fleet Manager will in turn file the appropriate paperwork with the OVFM to formally request a waiver.

B. Funding Source

All vehicles purchased with appropriated funds or non-appropriated funds are subject to the fleet size requirement and waiver procedures listed above. Donated vehicles must comply with State reporting and D.O.E. requirements. Donated vehicles may not be replaced using appropriated funds without OVFM approval. ALL vehicles, regardless of the funding source used to acquire them, are subject to the reporting requirements addressed later in this document under Section 11. Additionally, ALL vehicles received into the fleet are subject to parameters outlined by D.O.E. EPAct Report in accordance with Section 490.505 of the Alternative Fuel Transportation Program (10 CFR Part 490).

C. Law Enforcement, Emergency, Safety, Utility, Heavy Equipment and Wrecked Vehicles

Vehicles exempted from purchasing restrictions are Law enforcement, emergency, safety, research, heavy equipment, non-licensed utility or wrecked. There is a cap listed for the Law enforcement, Emergency and Safety exempted vehicles and there must be written notification to OVFM of any purchases exceeding the cap by the Fleet Manager.

D. Commissioning Procedure

Newly acquired vehicles are to be delivered to Central Receiving. After being reviewed by Central Receiving's staff to determine the vehicle meets the purchase specifications and has been delivered in good condition, it is transferred to Facilities Automotive Services department. There it is equipped with a fire extinguisher, assigned a number for identification purposes, checked to be sure it is mechanically ready to be placed into service, added to the University's fleet data base, equipped with a mileage log, sticker and decal, and coded for a fuel key and / or credit card. The department which purchased the vehicle is then contacted and asked to pick the vehicle up.

3. Vehicle Use

To be added to or retained in the University's vehicle fleet, each vehicle must provide a benefit to the University. Higher Education institutions are exempt from the "minimum use" criteria.

GOVERNMENT CODE 2171.105. MANAGEMENT PLAN: INSTITUTIONS OF HIGHER EDUCATION. In this section:

(1) "Institution of higher education" has the meaning assigned by Section 61.003, Education Code.

(2) "Plan" means the management plan developed under Section 2171.104.

(b) For institutions of higher education, the plan applies only to vehicles purchased by an institution of higher education with appropriated money.

(c) On the request of a fleet manager appointed by an institution of higher education, the office of vehicle fleet management may grant a waiver from any limit on the number of vehicles subject to the plan that the institution may own.

(d) Any minimum use criteria developed in the plan do not apply to an institution of higher education.

Added by Acts 2005, 79th Leg., ch. 658, § 2, eff. June 17, 2005.

4. Use of Personal Vehicles

University employees may on occasion use their personal vehicles for conducting University business and be reimbursed for their mileage through the Purchasing and Payment Services Travel Department with the approval of their supervisor. In such cases when a vehicle is needed for more than one business day, the driver is encouraged to contact Automotive Services (7359) to determine whether a Motor Pool vehicle suitable to their need is available. If, in gathering this information the driver determines that the use of his / her personal vehicle is a less expensive alternative to using a Motor Pool vehicle, then personal mileage will be reimbursed at the State approved rate.

5. Vehicle Disposal and Transfer

A. Disposal

Vehicles are disposed of typically for one of three reasons:

1. They were determined to be "excess" by OVFM, thus requiring the University to dispose of them.
2. They are no longer serviceable
3. They are too costly to maintain or require parts that cannot be found.

In the first instance, the OVFM will make formal contact with the University informing us that the Fleet cap has been exceeded. The University will have the opportunity to rotate vehicle(s) and dispose of oldest or higher mileage vehicle(s). In this case, the disposed of vehicle(s) is not replaceable as the fleet size must be reduced through this action. The vehicle(s) to be disposed of will be surplus through Purchasing and Payment Services following proper procedures. The University must certify successful disposal of the excess vehicle(s) to OVFM

within 30 days from the date OVFM notifies the University that a vehicle is “excess.”

In the latter cases, no change in procedure is proposed. Disposed of vehicles, either through exchange or the surplus property process, and with the approval of the UNT Fleet Manager, may be replaced with a new vehicle per OVFM guidelines since the overall size of the fleet did not increase.

B. Transfer

Occasionally vehicle availability and needs change across campus. When circumstances dictate that a vehicle is transferred from one department to another, standard procedures effecting this transaction will be followed. It will be the UNT Fleet Manager’s responsibility to note the transfer in the official database from which OVFM reports are drawn.

6. Vehicle Maintenance

UNT Automotive Services will follow those maintenance practices that maximize vehicle life and minimize down time. These maintenance procedures include, but are not limited to, the following:

1. Each vehicle will have its oil changed on a per mileage/per month basis (i.e.: 3,000 miles/12 months, etc.) depending upon the use of the vehicle.
2. Every vehicle will be inspected annually to meet state inspection requirements. At this time, fluid levels, refrigerant levels, braking systems, air and fuel filters, wiper blades, tire wear and air pressure, hydraulic equipment, and various other moving components that are subject to wear and tear and occasional replacement will be inspected, documented in the Fleet Focus database, and replaced as needed.
3. Automotive Services will contact each vehicle user at the beginning of the month that their vehicle is scheduled for inspection via e-mail. Users will be required to make their vehicle available that month. Automotive Services will provide loaner vehicles if needed and if available.
4. The Facilities Department shall provide a ready stock of the most frequently used parts and supplies on site so that recurrent repairs and maintenance can be performed on a timely basis.

7. Vehicle Retention

The following OVFM guidelines provide minimum replacement goals for routine vehicle replacement. Attainment of these goals should minimize fleet capital and operating costs.

As a general rule, vehicles should be replaced when they reach 6 years (72 months) of service, or 100,000 miles, whichever occurs 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 or low annual mileage). The UNT Fleet Manager will determine when a vehicle should be released on a case-by-case basis using the following guidelines as a starting point.

Vehicle Type	Purpose	Replacement Goals	
		Age	Mileage
Sedans and wagons	Staff or client transport	6 yrs	90,000 miles
Light trucks and Sport utility vehicles	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

Specialized equipment, such as backhoes, dump trucks, and forklifts, do not fall under any of the above categories. Such equipment may be considered for replacement according to other criteria, such as hours of service, obsolescence, availability of parts, cost to maintain, etc.

8. Vehicle Fuels

A statewide contract for retail fuel dispensing services was established in 1995. This contract remains in place and UNT is required to use the contract vendor Comdata/Trans Montaigne. Fuel cards will be issued for specific vehicles rather than for individual drivers. Unless specifically prohibited by manufacturer warranty or recommendations, all UNT vehicles operating on gasoline shall use **regular unleaded fuel**.

The Automotive Services Department of UNT Facilities will continue to provide re-fueling facilities for all UNT vehicles. Under state contract the University is able to bulk purchase gasoline at below retail prices. Therefore, unless a UNT vehicle needs to re-fuel while away from the Denton campus, all UNT vehicle users will purchase their fuel from Facilities to minimize fuel costs.

9. Alternative Fuel Vehicles

Vehicles capable of using alternative fuels will use them exclusively except in certain cases specified in Texas Administrative Code, Title 1, Chapter 125, Section 125.69.

All agencies and institutions must maintain a minimum ratio of alternative fueled vehicles to traditionally fueled vehicles (gasoline and diesel) as defined by Government Code, Chapter 2158, Subchapter S. OVFM may waive these requirements for certain fleet vehicles as described in Government Code and Texas Administrative Code, Title 1, Chapter 125, Subchapter C.

10. Motor Pool

The use of the motor pool is encouraged to increase vehicle use and to improve the efficiency of the state fleet. UNT shall utilize the motor pool over other ways of providing occasional transportation, such as through vehicle rental or employee reimbursement of personal vehicles, except in the case where motor pool vehicles are unavailable, unreliable or there is a more cost-effective alternative to the motor pool approach.

The University utilizes the motor pool concept on two levels. First, a group of 16 vehicles, consisting presently of two 15-passenger vans (converted to 10), seven 12-passenger vans (converted to 10), three 8-passenger vans, two 4-door sedans and two cargo vans, comprises the Facilities Motor Pool. Any qualified employee or student (Section 12, Driver's Qualifications and Responsibilities, A. Eligibility) may rent these vehicles for official University business. In such cases, the driver(s), if not already included on the list of approved (i.e., insured and certified) drivers, is added prior to taking the vehicle from the Facilities complex. For passenger van rental, drivers must also complete the UNT Van Driver Safety Course in addition to the other driver requirements. Users are charged a pre-determined rate and are responsible for fueling the vehicle if needed using a Comdata/Trans Montaigne card provided by Automotive Services personnel. (See rental agreement-Exhibit B).

Secondly, certain departments within the University have purchased a group of vehicles for the use of their respective staffs. The largest groups include Facilities (108 vehicles), Housing (20 vehicles) and Police & Parking Services (43 vehicles). No other organizational unit has more than 9 vehicles.

In the case of Facilities and Housing, the vehicles tend to be used by the same individuals daily because of the tools, supplies and working materials that are stored in them, but they are interchangeable within the organizational unit and are assigned at the work unit level, not the individual level. Police vehicles are exempt from the requirement that vehicles not be assigned to individuals.

OVFM guidelines preclude the assignment of a vehicle to an individual administrator or executive on a regular or daily basis without written documentation that the assignment is critical to the mission of the agency or institution. When vehicles are assigned to an individual, the Fleet Manager shall report the following information to OVFM and thereafter 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); and
- The reason the assignment is critical to the mission of the institution.

11. Reporting

The OVFM has mandated that each agency and institution assist with their management of the fleet on a statewide basis by utilizing a uniform, web-based reporting system. Accordingly, the University reports specified data to OVFM on a monthly basis for every Fleet vehicle. This includes mileage, fuel, passenger count and the number of trips made.

OVFM has identified key data elements that each institution will be required to report. Presently there are 56 such elements, as well as an additional 12 conditionally required and / or optional elements which are detailed in Exhibit C at the back of this document.

12. Driver's Qualifications and Responsibilities

A. Eligibility

With regard to those vehicles assigned to work units, the faculty, staff and student drivers must meet the following requirements before driving a University vehicle:

1. They must have a valid drivers license;
2. Be 18 years of age or older;
3. Be insurable under the University's liability insurance policy;

4. Must demonstrate safe driving practices while operating a University vehicle.
5. Be aware of drug testing requirements with specific vehicles and/or licenses. See Exhibit F.

B. Operating Guidelines

1. Drivers and passengers must wear safety belts when operating a University vehicle.
2. Drivers must comply with traffic safety laws when driving a University vehicle.
3. Only authorized and eligible drivers shall drive University vehicles.
4. No smoking, alcohol or illegal substances are allowed in any University vehicle. The drivers shall acquaint themselves with the procedures to follow in the event of a malfunction or accident as detailed in the glove box of the vehicle (See Exhibit E).
5. The driver shall adequately secure the vehicle during off hours by locking all doors and rolling up all windows and placing the keys in a safe location where those who are not authorized to drive would not be able to obtain them.
6. Each driver shall fill out the mileage log provided to them on a daily basis and turn it in to Automotive Services within 3 days following the end of a month.
7. Each driver shall be responsible for purchasing fuel as needed from Automotive Services and for making appropriate entries in the mileage log of same.
8. Each driver shall be responsible for maintaining the vehicle in a reasonably clean state, both interior and exterior. This is to protect the health and safety of all users, as well as, the appearance of the vehicle during fleet assignment. The Automotive Services wash area can be utilized by making an appointment. If necessary, a commercial car wash may also be utilized.
9. Each driver shall make his vehicle available to Automotive Services in the month vehicle inspection work, oil change, or other service is due once notified by Automotive Services.
10. If the driver is involved in an accident, he/she shall first take steps to insure the safety of all occupants. The driver shall secure a police report for all accidents and present it to Automotive Services as soon as possible. Automotive Services

will then provide a copy to UNT Risk Management and Environmental Services on the same day if possible.

11. The driver shall contact Automotive Services immediately or as soon as possible if the accident occurs off campus at the phone number provided in the vehicle. The driver shall obtain the name of the other driver(s) involved in the accident and shall not admit guilt. See further directions under Exhibit E.

12. If the driver violates traffic law and is cited for this offense, the driver shall be personally liable for payment of any fine that may come due as a result and shall pay said fine on or before the due date.

The use of University vehicles is a privilege. Failure to observe operating guidelines, vehicle maintenance requirements or failure to provide vehicle reporting information (i.e.: mileage logs, fuel transactions, etc.) may result in the suspension of and / or termination of University vehicle privileges.

13. Vehicle Charges

A. Repairs

Automotive Services shall charge vehicle users for time and materials expended in maintaining and repairing University vehicles. Automotive Services shall provide written estimates of the costs to be incurred in making the necessary repairs and maintenance at the time a vehicle is presented for the work to be done, as well as an estimate of the day and time the vehicle will be ready to be placed back into service.

B. Fuel

Vehicle users will be responsible for purchasing fuel for their vehicles. If fuel is purchased from Automotive Services as recommended for on-campus drivers, the fuel cost will be billed to the user through internal charging procedures. If fuel is purchased off-campus through use of the Comdata/Trans Montaigner card, fuel charges will be billed through internal charging procedures to the user once the fuel invoice has been received and processed.

C. Rental of Vehicles

For those needing to utilize a motor pool vehicle, they will be responsible for purchasing the fuel they consume and for payment of vehicle rental charges in accordance with the rate schedule as shown at Exhibit D.

D. Accidents

If the driver of a University vehicle is involved in an accident and it is determined that he/she is at fault, the employing department shall be responsible for the cost of making the needed repairs to the vehicle, or for the fair market value of the vehicle should it be irreparable. The employing department will be charged by Automotive Services. The costs involved in repairing the damage to the other parties' vehicle(s) and/or property is covered by the University's liability policy.

E. Vehicle Registration

State vehicles that are licensed as such are exempt from vehicle registration fees. Those few vehicles (e.g., the Chancellor's vehicle) that are not licensed as state vehicles and do not bear the UNT decal on the doors will have their vehicles' registration fees paid through the Purchasing and Payment Services Department

14. Risk Management

A. Insurance

The University shall maintain liability insurance coverage on all of its vehicles to protect individuals and property other than UNT vehicles. The Risk Management and Environmental Services Department (RMES) shall be responsible for obtaining the coverage and administering the policy provisions. Additionally, all motor pool vehicles shall have full coverage insurance protection purchased for the time a vehicle is in use through Automotive Services.

Automotive Services shall provide the Risk Management and Environmental Services Department (RMES) a list of all vehicles each September along with other information as needed to properly charge the vehicle users for their insurance premiums.

Automotive Services shall promptly report all accidents involving University vehicles to RMES and provide all detailed information as may be needed for claims handling or other purposes.

B. Drug Policy

RMES has been designated the responsibility of monitoring the UNT Drug Policy 1.2.14 for operators of fleet vehicles (see exhibit F).

C. Warranty tracking

When new vehicles are purchased, Automotive Services shall be responsible for identifying all provisions of warranties that are purchased with the new vehicles. Automotive Services will be responsible for maintaining all pertinent information to facilitate the exercise of any warranties when repairs are needed.

D. Annual Physical Inventory

As required by Texas statute, a complete physical inventory of the entire vehicle fleet will be performed annually in cooperation with the Purchasing and Payment Services – Inventory Control Office. If any vehicles are not accounted for or if abuse or abnormal wear is noted during the taking of the inventory, the Inventory Control Office shall notify the Vehicle Fleet Manager in writing for appropriate investigation and follow-up.