

# STANDARD ADMINISTRATIVE PROCEDURE

## **25.99.99.M11 University-Owned Motor Vehicles**

*Approved January 4, 1999*

*Next Scheduled Review: Currently Under Review*

### 1. GENERAL

Texas Law requires the establishment of a vehicle-reporting system for managing state-owned on-road vehicle fleets. It also requires all state-owned vehicles to be alternatively fueled unless a waiver is filed, approved and updated as necessary. The Transportation Center has been designated responsibility for filing the required reports with the General Services Commission.

### 2. STATE MILEAGE LOGS

Departments involved in long-term leases with the Transportation Center and/or owning Texas A&M University vehicles are responsible for maintaining vehicle mileage logs within their department. The required information shall be on forms prescribed by the General Services Commission available at the Transportation Center. All requested information must be completed. Reports are to be filed by the 5th calendar day of each month at the location designated by each department. Each department is responsible for retaining the original logs in accordance with the State's record retention policy.

### 3. FUEL PROVISIONS

3.1 All Texas A&M University departmentally-owned vehicles must be registered with the Transportation Center in order to be entered into the State reporting database. The Transportation Center will verify that departmentally-owned vehicles are in compliance with state alternative fueling regulations or will assist departments by applying for waivers.

3.2 Fuel purchased for Texas A&M University departmentally-owned vehicles within the Bryan/College Station area is to be purchased from the Transportation Center located on Agronomy Road. Fuel hours at this location are 24 hours each day, 7 days each week. Fuel purchases outside of the Bryan/College Station area are to be made with fuel cards issued by the Transportation Center.

3.3 The Transportation Center is to be notified of any fueling sites owned or operated by Texas A&M University departments.

3.4 The Council on Competitive Government has mandated that all state agencies implement a fuel card program. In an effort to meet state reporting requirements the Transportation Center has been designated

responsibility for administering the program. All fuel cards will be issued by the Transportation Center. Bills will be paid by the Transportation Center, which will in turn bill the fuel to each departmental account. The Transportation Center will retain fuel discounts in order to defray the cost of administering the program.

4. MAINTENANCE

Maintenance purchased for Texas A&M University vehicles must be purchased from the Transportation Center located on Agronomy Road. If the Transportation Center is not able to perform the work in a timely manner, the Center will be responsible for sub-letting the work.

OFFICE OF RESPONSIBILITY: [Transportation Services](#)

See also:

Tex. Govt. Code Section 2171.101

Tex. Govt. Code Section 2158.004