



STANDARD ADMINISTRATIVE PROCEDURE

21.01.08.M0.01 University-Owned Motor Vehicles

Approved January 4, 1999

Revised May 5, 2011

Revised August 18, 2021

Revised March 3, 2022

Next scheduled review: March 3, 2027

SAP Statement

Texas Law requires the establishment of a vehicle-reporting system for managing state-owned on-road vehicle fleets. This entails the collection and reporting of data elements such as fuel and maintenance cost specified in the State of Texas Vehicle Fleet Plan. The Transportation Service Center has been designated responsibility for filing the required reports with the Office of Vehicle Fleet Management within the Texas Building and Procurement Commission.

Official Procedure

1. The State Vehicle Fleet Management Plan (Plan) requires that each state agency adopt and implement the policies and procedures contained in the Plan. The Texas A&M University System (TAMUS) has met the requirements of the Plan by adopting and implementing System Regulation 21.01.08 and the Comprehensive Compliance Plan (CCP). The purpose of the CCP is to establish responsibilities and provide guidance for compliance within TAMUS. The CCP developed by TAMUS will be used by Texas A&M University (TAMU). To provide further clarity and ensure compliance with the Plan, Transportation Services and TAMU have developed the following:

1.1 VEHICLE ACQUISITIONS

The acquisition of vehicles is the sole responsibility of Transportation Services. Vehicles will not be purchased, leased, nor titled to individual departments unless Transportation Services determines that a special need exists.

A special need would require that the vehicle purchased must be modified to the extent that use for any other purpose would be impractical. Example: trash truck, street sweeper, cutaway bus, etc. To determine if a special need exists, departments

should send a written request, showing justification for exception to this policy, to Transportation Services.

All TAMU vehicles, including those meeting the special needs requirements, must be registered in the Transportation Services Fleet Management Database to be entered into the State reporting database.

1.2 RENTING STATE VEHICLES

Long Term Use:

Departments requiring vehicles for longer periods of time must utilize vehicles offered by Transportation Services. The Head of the Department or Program to which the vehicle is rented should authorize use of the vehicle. Such use shall be confined strictly to activities that support the University's teaching, research, or service missions.

Special agreements involving the use, lease, or purchase of vehicles from any vendor other than Transportation Services for long term use must be approved by Transportation Services before the vehicle is received. All vehicle usage, state owned or otherwise, must be reported to, and tracked in, the Transportation Services Fleet Management Database to ensure that said use is entered into the State reporting database on a monthly basis.

Vehicle operators should refer to the CCP, General Use Guidelines concerning Vehicle Coordinator and Vehicle Operator responsibilities. The CCP can be found at the following web address <http://transport.tamu.edu/Fleet/leasing.aspx>.

1.3 STATE MILEAGE LOGS

Departments involved in long-term leases with the Transportation Service 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 Office of Vehicle Fleet Management available at the Transportation Service 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. Personal use of vehicles must be made known to the Transportation Service Center for reporting purposes. All State-owned vehicles must be properly marked according to State of Texas requirements.

1.4 VEHICLE FUEL PROVISIONS

- 1.4.1 All Texas A&M University department owned vehicles must be registered with the Transportation Service Center to be entered into the State reporting database.
- 1.4.2 Fuel purchased for Texas A&M University department owned on road vehicles within the Bryan/College Station area is to be purchased from the Transportation Service 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 state fuel cards issued by the Transportation Service Center. Fuel purchased outside of this policy must be reviewed and approved by Transportation Service Center management prior to payment.
- 1.4.3 The Transportation Service Center is to be notified of any fueling sites owned or operated by Texas A&M University departments.
- 1.4.4 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 Service Center has been designated responsibility for administering the program. All fuel cards will be issued by the Transportation Service Center. Bills will be paid by the Transportation Service Center, which will in turn bill the fuel to each departmental account. The Transportation Service Center may choose to retain fuel discounts to defray the cost of administering the program.

2. MAINTENANCE PROVISIONS

Maintenance purchased for Texas A&M University vehicles must be purchased from the Transportation Service Center located on Agronomy Road. If the Transportation Service Center is not able to perform the work in a timely manner, the Center will be responsible for sub-letting the work. Labor and mark up rates will be reviewed and calculated each year. The service center rate study will be completed and provided to the appropriate authority each year for review according to Texas A&M University System Regulations for service centers.

Parts purchasing, oversight, and annual certification of vehicle shops owned or operated by TAMU is the responsibility of Transportation Services. All vehicle maintenance sites are required to utilize the Fleet Management software utilized by Transportation Services. Transportation Services has the right to mark parts purchases up to defray the cost of administering the program.

Related Statutes, Policies and Requirements

Supplements [System Policy 21.01](#) and [System Regulation 21.01.08](#)

Tex. Govt. Code Section 2171.101

Tex. Govt. Code Section 2158

Contact Office

OFFICE OF RESPONSIBILITY: [Transportation Services](#)