



STANDARD ADMINISTRATIVE PROCEDURE

21.01.08.M0.01 University-Owned Motor Vehicles

Approved January 4, 1999

Revised May 5, 2011

Revised August 18, 2021

Next scheduled review: August 18, 2026

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. STATE MILEAGE LOGS

1.1 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.

2. FUEL PROVISIONS

2.1 All Texas A&M University department owned vehicles must be registered with the Transportation Service Center to be entered into the State reporting database.

- 2.2 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.
- 2.3 The Transportation Service Center is to be notified of any fueling sites owned or operated by Texas A&M University departments.
- 2.4 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.

3. MAINTENANCE

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.

Related Statutes

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](#)