



## STANDARD ADMINISTRATIVE PROCEDURE

### 21.01.08.M0.01 University-Owned Motor Vehicles

*Approved January 4, 1999*

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*Revised March 3, 2022*

*Revised February 4, 2025*

*Next scheduled review: February 4, 2030*

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#### SAP Statement

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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 Texas State Vehicle Fleet Management Plan (Plan). The Fleet Services is responsible for filing the required reports with the Office of Vehicle Fleet Management within the Texas Comptroller's Office.

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#### Official Procedure

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##### 1. GENERAL

The State Vehicle Fleet Management 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, *Vehicle Fleet Management*. The purpose of System Regulation 21.01.08 is to establish responsibilities and provide guidance for compliance within TAMUS. 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. Request should be emailed to [fleet@tamu.edu](mailto:fleet@tamu.edu).

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

Departments requiring vehicles for long term use 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 circumstances involving the donation or lease of a vehicle(s) from any vendor other than Transportation Services for long term use must be approved by Transportation Services before any agreement with outside entities is finalized.

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 comply with to the General Use Guidelines found at <http://transport.tamu.edu/Fleet/leasing.aspx>.

## 1.3 VEHICLE FUEL PROVISIONS

### 1.4 All Texas A&M University department owned vehicles must be registered with the Fleet Services to be entered into the State reporting database.

1.4.1 Fuel purchased for Texas A&M University department owned on road vehicles within the Bryan/College Station area is to be purchased from the Fleet Services located on Agronomy Road. Fuel hours at this location are 24 hours each day, 7 days each week. While traveling outside of the Bryan/College Station area, every effort should be made to use the state fuel cards issued by Fleet Services. Fuel purchased with another form of payment must be reviewed and approved by Fleet Services management upon return. Copies of the receipts should be sent to [Fleet@tamu.edu](mailto:Fleet@tamu.edu).

1.4.2 The Fleet Services is to be notified of any fueling sites owned or operated by Texas A&M University departments.

1.4.3 The Texas Comptroller's Office has mandated that all state agencies implement a fuel card program. In an effort to meet state reporting requirements the Fleet Services has been designated responsibility for administering the program. All fuel cards will be issued by the Fleet Services. Bills will be paid by the Fleet Services, which will in turn bill the

fuel to each departmental account. The Fleet Services 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 Fleet Services located on Agronomy Road. If the Fleet Services 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.

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### **Related Statutes, Policies and Requirements**

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[Tex. Govt. Code Section 2158, \*Purchasing of Passenger Vehicles\*](#)

[Tex. Govt. Code Section 2171.101, \*Vehicle Fleet Services\*](#)

[System Policy 21.01, \*Financial Policies, Systems and Procedures\*](#)

[System Regulation 21.01.08, \*Vehicle Fleet Management\*](#)

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### **Contact Office**

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[Transportation Services - Fleet Services](#)

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