

## 21.01.08 Vehicle Fleet Management

Approved July 18, 2001  
Revised January 9, 2002  
Revised March 30, 2011  
Revised August 21, 2014  
Next Scheduled Review: August 21, 2019



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### Regulation Statement

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Texas Government Code, Chapter 2171, Subchapter C, requires the Office of Vehicle Fleet Management (OVFM), as directed by the Council on Competitive Government (CCG), to develop a management plan with recommendations for improving the administration and operation of the state's vehicle fleet. The Texas State Vehicle Fleet Management Plan (Plan), dated May 2010, addresses each specific component and provides additional direction to implement the statute.

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### Reason for Regulation

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This regulation implements state law and the Plan.

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### Procedures and Responsibilities

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#### 1. GENERAL

The Plan contains requirements and methods for increasing efficiency and improving the administration and operation of the state's vehicle fleet as required by CCG. The executive vice chancellor and chief financial officer, with the concurrence of the president of Texas A&M University, will appoint the executive director of transportation services or designee as The Texas A&M University System (system) fleet manager (Manager). Each member university and agency will appoint a site coordinator to administer the Plan at the member level.

System vehicles purchased with state-appropriated funds are subject to all requirements of the Plan. System vehicles purchased with non-appropriated funds are exempt from all Plan requirements but must adhere to the Plan's reporting requirements to satisfy Texas Government Code §2171.101. Donated vehicles that are incorporated into a member's fleet are subject to the same guidelines as those vehicles purchased with non-appropriated funds.

## 2. ADMINISTRATION OF VEHICLE FLEET MANAGEMENT PLAN

The Manager is responsible for the development and maintenance of the Comprehensive Compliance Plan (CCP) applicable to all members. The purpose of the CCP is to establish responsibilities and provide guidance for compliance within the system. Each member shall establish an Operational Guide (Program) at the member level that will implement the Plan and the CCP. As required by the CCP, each member's Program shall include written guidelines governing vehicle operation.

## 3. FLEET MANAGEMENT STRUCTURE

The structure of responsibility is shown below. The definitions will be incorporated into the CCP.

TEXAS GOVERNMENT CODE, Chapter 2171  
Council on Competitive Government  
Office of Vehicle Fleet Management  
Texas State Vehicle Fleet Management Plan  
The Texas A&M University System  
System Regulation *21.01.08, Vehicle Fleet Management*  
System Fleet Manager  
Comprehensive Compliance Plan  
System Members  
Site Coordinator  
Member Operational Guide (Program)

## 4. VEHICLE REPLACEMENT GOALS

The system has adopted two replacement models, either of which may be utilized by site coordinators. The CCP contains Options I and II to provide guidelines for routine replacement of vehicles within the fleet. Either option offers sound fleet management practices and should result in minimizing capital replacement dollars and annual operating costs.

## 5. FLEET FUELING

Members will use the state fuel card program. Site coordinators will be responsible for administering the program and issuing the fuel cards.

## 6. STATE FLEET CONSOLIDATION POLICY

Members with fleet vehicles purchased with appropriated funds, not assigned to field employees or administrative/executive employees, will assign those vehicles to the motor pool and have them available for check-out.

Members with existing motor pools that were purchased with appropriated funds shall require the use of pool vehicles over other options, including rental vehicles or employee reimbursement for use of personal vehicles, except in cases where the pool vehicles are unavailable, unreliable, or there is a more cost-effective alternative. Consistently underused pool vehicles must be rotated to other areas or sold as surplus.

A vehicle purchased with appropriated funds may be assigned to an individual administrative or executive employee on a regular or everyday basis only when the member makes a written documented finding as described in the CCP that the assignment is critical to the needs and mission of the member.

All vehicles declared as excess or surplus will be disposed of in accordance with each member's process for the disposal of surplus property. If the surplus vehicle could be used for instructional purposes, the vehicle must be made available to public schools or school districts and, if claimed, will be transferred. Any funds recovered will be applied, whenever possible, to the source that funded the purchase.

#### 7. VEHICLE RESTRICTIONS

Members will not increase the number of vehicles purchased with appropriated funds except in cases of legislatively mandated program changes, federal program initiatives or specific needs resulting from documented program growth or changes.

All motor vehicles donated to members are subject to the requirements for the acceptance of gifts in System Policy 21.05, *Gifts, Donations, Grants and Endowments*, and System Regulation 21.05.01, *Gifts, Donations, Grants and Endowments*, as well as to the standards and guidelines outlined in the CCP, and the approval of the site coordinator.

#### 8. DATA COLLECTION AND AGENCY REPORTING REQUIREMENTS

Members will conform to the reporting periods and due dates shown in the CCP. The members will capture the data elements listed in Appendix A, Availability Codes A and B of the CCP. The site coordinators, with help from OVFM, will implement a process to collect Availability Code C data.

All members will maintain detailed supporting documentation for all reporting requirements according to the System Records Retention Schedule.

The system and its members will report complete vehicle information through the Texas Fleet System (TxFS), in compliance with Texas Government Code §2171.101.

#### 9. INTERAGENCY AGREEMENTS

The system and its members will develop interagency agreements whenever possible to obtain maintenance, repairs and fuel with other institutions of higher education or state agencies located within their area.

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### **Related Statutes, Policies, or Requirements**

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[Tex. Gov't Code, Ch. 2171](#)

[Council on Competitive Government](#)

[Texas State Vehicle Fleet Management Plan](#)

[Office of Vehicle Fleet Management](#)

[The Texas A&M University System Comprehensive Compliance Plan](#)

[The Texas A&M University System Records Retention Schedule](#)

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## **Definitions**

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Site coordinator –member-appointed individual responsible for administering the Plan at the member level, developing the member Program and ensuring member compliance with the regulation, CCP and member Program.

System fleet manager – individual appointed by the executive vice chancellor and chief financial officer who is responsible for ensuring compliance with the regulation and CCP.

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## **Member Rule Requirements**

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A rule is not required to supplement this regulation.

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## **Contact Office**

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