

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 8	Health and Safety	Effective:	June 2000
Section 8.8	University Vehicles	Revised:	August 2001
<b>Policy 8.8.1</b>	<b>Policy</b>	Responsibility:	Executive Vice President for Facility Planning and Operations

## **POLICY**

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### **Overview**

Motor vehicles owned by the Health Science Center will be used solely for official business. Official business is defined as use that supports and provides a direct benefit to the institution. The University accepts and assumes no liability when one of its vehicles is being used in violation of this policy.

Each vehicle owned by the University must:

1. Display the official University inscription on both sides as prescribed by law (contact Facilities Management).
2. Have a current state inspection sticker as required by state law (contact Facilities Management).
3. Carry appropriate insurance information.

Operators of University vehicles, at their own expense, must be legally and appropriately licensed (Class A, B, C, or M) by the State of Texas and authorized by their department head to operate the vehicle.

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### **Departmental Responsibilities**

1. All University employees who may be called upon to drive a University vehicle shall have a Motor Vehicle Record (MVR) check and shall be assigned a driver rating as indicated below (Article 6687b, section 37, VACS). An acceptable rating to drive a University vehicle shall be a two (2) or above. An employee with a rating of three (3) must attend a driver's training refresher class before being returned to an approved status. Any employee with a rating of four (4) or five (5) shall not be eligible to operate a University vehicle.

Rating (Based on last three (3) years of driving experience)

- a. Superior: No traffic citations or motor vehicle accidents
  - b. Good: No more than one (1) moving traffic citation and one (1) motor vehicle accident (not at fault)
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- c. Marginal: No more than two (2) moving traffic citations, two (2) motor vehicle accidents (not at fault), or one (1) at-fault motor vehicle accident
  - d. Probationary status: Anything in excess of marginal rating. A six (6) month watch is indicated and MVR's checked at six (6) month intervals.
  - e. Unacceptable: Any driver whose MVR shows any one of the following records:
    - 1. Three (3) or more accidents (regardless of fault) in the last three (3) years.
    - 2. One (1) or more Type A violations in the last three (3) years.
    - 3. Any combination of accidents and Type B violations which equal four (4) or more in the last three (3) years.
    - 4. An operator's license that has been suspended or revoked within the past three (3) years.

### Type A Violations:

- a. Driving while intoxicated.
- b. Driving under the influence of drugs.
- c. Negligent homicide arising out of the use of a motor vehicle.
- d. Operating a motor vehicle during a period of suspension or revocation of an operator's license.
- e. Using a motor vehicle for the commission of a felony.
- f. Aggravated assault with a motor vehicle.
- g. Operating a motor vehicle without the owner's authority.
- h. Permitting an unlicensed person to drive.

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- i. Reckless driving.
  - j. Speeding contest.
  - k. Hit and run (bodily injury and physical damage) driving.

### Type B Violations:

- a. All moving violations not listed as Type A violations.
2. An MVR shall be obtained by University Police, and a computer file maintained, on all employees and prospective employees whose job duties would include driving a University owned vehicle as follows:
- a. Prior to employment
  - b. At least every three (3) years thereafter
  - c. If the employee has been involved in an accident
  - d. If the employee receives a moving traffic citation.
3. University Police shall:
- a. Maintain a list of all regular University drivers (listed alphabetically) and require driver training for each on a periodic basis in addition to counseling/training for any University driver involved in a motor vehicle accident or who has received a moving traffic citation. Data will include:
    - 1. Driver's name (as it appears on his/her license)
    - 2. Driver's license number
    - 3. Date of birth
    - 4. Driver rating
    - 5. Date of last training/counseling.

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- b. Provide a copy of the authorized drivers list to the Executive Vice President for Facility Planning and Operations prior to June 20 of each year.
  - c. Provide driver training that includes, but is not limited to:
    - 1. Defensive driving
    - 2. One-day seminars on driving improvement
    - 3. Driver training videos on specific driving skills in which the driver may be deficient.
  - 4. The departments owning vehicles shall:
    - a. Maintain a list of drivers and an individual file on each driver. The "Driver History Record" should include under the "History" section, notations regarding:
      - 1. Training/counseling the driver received, including the date.
      - 2. Notions regarding any misconduct with the vehicle, and/or any reprimands concerning his/her driving.
      - 3. Any positive remarks regarding his/her safe driving.
    - b. Ensure that each vehicle operator successfully completes an approved Defensive Driving Course within three (3) months of employment.
    - c. Ensure that each vehicle assigned to the department carries an insurance packet which includes a copy of the legislation which exempts State of Texas motor vehicles from carrying proof of liability insurance.
    - d. Maintain a "Vehicle Use Report". Each time a University vehicle is operated, a "Report of Use of State-Owned Motor Vehicles" must be completed. (University Police vehicles are exempt from these requirements.) As soon as a sheet is filled, it should be forwarded to Facilities Management.

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- e. Ensure that a scheduled, recorded maintenance program is performed for each vehicle.
  - f. Maintain a safety inspection sticker log for departmental vehicles to assist drivers in maintaining current stickers on all vehicles.

**Vehicle Fleet Management Program Plan**

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The purpose of the Health Science Center’s Office of Facilities Management Plan is to establish goals and objectives that provide guidance for compliance as specified under HB 3125, and to state responsibilities for the vehicle fleet management program established under the Health Science’s Office of Facilities Management. This plan established the authority for management of the Health Science Center’s vehicles so as to reduce its cost and increase its transportation benefit to state government.

This plan is established to ensure that each vehicle is maintained and operated in a safe and economical condition and is utilized so as to comply with the established State of Texas Council on Competitive Government Vehicle Fleet Management Plan. It is to provide goal objectives for procedures that will increase vehicle use, improve efficiency and reduce maintenance and operating cost of the Health Science Center.

**Definitions**

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- 1. VEHICLE FLEET MANAGER: The designated individual responsible for planning, directing, managing, coordinating and supervising programs for the acquisition, assignment, utilization, maintenance and repair, replacement and disposal of the Health Science Center fleet. The Vehicle Fleet Manager serves as the primary contact with the State Office of Vehicle Fleet Management.
  - 2. VEHCILE CUSTODIAN: The appointed individual listed on inventory records as property custodian (department head/Director/ Dean/Chairperson).
  - 3. VEHICLE COORDINATOR: The individual appointed by the property custodian to coordinate all vehicle use reports,

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purchases, transfers and deletions. The Vehicle Coordinator serves as primary contact with the Health Science Center Office of Facilities Management.

4. VEHICLE OPERATOR: The individual who operates the Health Science Center vehicle.

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**Personal Use/Misuse**

As set forth in the Government Code, Section 2203.004 and Penal Code, Chapter 39, no state owned/leased vehicle shall be used for personal reasons. Refer to *Handbook of Operating Procedures* "Code of Ethics and Standards of Conduct", [Section 10.1.2](#), and "Personal Use of University Resources, Equipment, and Assets", Policy, [Section 10.1.3](#).

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**User Authorization**

The department head to which the vehicle is assigned will authorize the use of their Health Science Center departmental vehicles. Such use will be confined strictly to faculty, staff, and students conducting official business for the Health Science Center directly relating to the academic, research and/or administrative responsibility of the department involved.

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**Vehicle Use Reports**

1. Government Code, Section 2203.01 requires that each operator of a state-owned motor vehicle make a daily report of use on the monthly vehicle use report (mileage report).
2. The report will show the purpose for which the vehicle was used, miles traveled, and other information as may be required to provide a record of vehicle use and maintenance performed.
3. If the vehicle is used by more than one operator during the day, each operator must enter his or her name into the report. If more than one page is required per month, the continuation page will be used or the operator information may be provided as approved by the Health Science Center Vehicle Fleet Manager.
4. After the close of the reporting period (last day of each month), the custodian or coordinator of the vehicle will check the report for accuracy and sign in the designated space. The completed

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report will then be sent to the Health Science Center Office of Facilities Management no later than the 10<sup>th</sup> of each month.

5. The "Vehicle Use Report" forms are available from the Health Science Center Office of Facilities Management.

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### **Transfers/ Deletions**

The following policies apply to vehicle transfers and deletions:

1. Vehicles may be transferred from one state agency to another. A written notification must be sent to the Health Science Center Offices of Facilities Management and Property Control. Transfer vehicles must not increase the Health Science Center vehicle inventory unless documented approval is obtained from the State Office of Vehicle Fleet Management.
2. Vehicles may be transferred from one department to another. The transferring department will provide a copy of the [Equipment Transfer Request](#) to the Health Science Center Offices of Facilities Management and Property Control.
3. Additionally, any Health Science Center vehicle to be transferred or deleted from inventory must comply with the procedures established in the *Handbook of Operating Procedures*, "Acquisitions of State Property", [Section 6.3.2](#), and "Deletion of State Property", [Section 6.3.3](#). The transferring/deleting department will provide a copy of the [Equipment Transfer Request](#) or [Deletion Request for Obsolete, Unserviceable, Surplus, or Cannibalized Property of The University of Texas Health Science Center at San Antonio](#) form to the Health Science Center Office of Facilities Management.

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### **Preventive Maintenance**

1. All Health Science Center vehicles will be maintained using a preventive maintenance schedule on a routine basis. The departmental vehicle coordinator is responsible for ensuring their Health Science Center vehicles have a current state safety inspection and tax decal (alternative fuel) if applicable.
2. No Health Science Center vehicle will be in service unless it is in good operating condition.

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3. All Health Science Center departmental Vehicle Coordinators are responsible for ensuring vehicle preventive maintenance is scheduled and performed on a routine basis in accordance with manufacturers' recommendations. The Health Science Center Office of Facilities Management will monitor preventive maintenance for compliance. The Vehicle Custodian will be notified of repeated non-compliance to have preventive maintenance performed. Failure to respond to the initial notice of inspection/maintenance will result in a second notice being generated. A copy will be sent the Executive Vice President for Facility Planning and Operations upon failure to respond to the second notice.
  
4. The Health Science Center policy is to ensure that each vehicle is maintained and operated in a safe and economical condition. After reviewing a vehicle's maintenance records, the Health Science Center Office of Facilities Management may determine that a vehicle is no longer in a safe operating condition or is cost prohibitive to repair. The vehicle custodian will be notified that the vehicle should be removed from the fleet and/or replaced.

**Vehicle Replacement Criteria**

1. The following guidelines provide minimum replacement goals for the routine replacement of vehicles within the Health Science Center fleet. Attainment of these goals should help minimize fleet capital and operating costs.

Vehicle Type	Purpose	Replacement Goals	
		Age or Mileage	
Sedans and wagons	Staff or client transport	6 years	90,000 miles
Light trucks and Sport Utility Vehicles (SUVs) (8,600 GVWR or below)	Basic transport, light hauling	6 years	100,000 miles

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Vehicle Type	Purpose	Replacement Goals	
		Age	Mileage
Passenger vans	Staff or client transport	6 years	100,000 miles
Cargo vans	Cargo hauling	8 years	100,000 miles

2. In general, most Health Science Center vehicles should be replaced when they reach six (6) years (72 months) of service or 100,000 miles whichever comes first. However, there may be circumstances in which vehicles may be replaced sooner (such as excessive maintenance or repair costs) or retained longer (such as unusually low maintenance costs).
3. Departments should start programming and establishing funding to replace vehicles as established above.
4. Replacement vehicles will be acquired only on a one-for-one basis. Additions to the fleet size will be made for legislatively mandated program changes, federal program initiatives or documented need resulting from program growth or changes. No approval is needed from the State Office of Vehicle Fleet Management as long as the size of the vehicle fleet is not increased.
5. Law enforcement vehicles and vehicles purchased with non-appropriated funds will not be used to determine the Health Science Center fleet size. Although law enforcement and pursuit vehicles are exempt for maintaining a fleet size, they are required to adhere to all data collection and agency reporting.
6. Other vehicles exempt from the replacement criteria, but are required to adhere to all data collection and agency reporting, are emergency vehicles, safety purposes vehicles, vehicles used for performing crash tests or related research. Also exempt, are heavy equipment, including tractors, bulldozers, highway construction and maintenance equipment. As well as, vehicles designed to transport fifteen (15) passengers or more (provided the department has purchased such vehicles in the

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past), and non-licensed utility purpose vehicles, such as "mules", "gators", golf-carts and forklifts.

7. The Health Science Center may not replace a donated vehicle with a vehicle purchased with appropriated funds.

The Health Science Center Office of Facilities Management must provide the State Office of Vehicle Fleet Management a written notification of all vehicle additions/replacements. The notifications will include the following information for both, the new and/or replacement vehicle:

- a. Vehicle identification number
  - b. License plate number
  - c. Year
  - d. Make and model.
9. If the department vehicle custodian does not want or cannot replace the vehicle as per the State Office of Vehicle Fleet Management recommendations, the department must write a letter of justification explaining the position for retaining versus replacing. The department's response will be forwarded to the Health Science Center Office of Facilities Management. The Health Science Center Office of Facilities Management will submit the letter to the Executive Vice President for Facilities Planning and Operations. The Executive Vice President for Facility Planning and Operations will submit a letter of justification to Office of Vehicle Fleet Management pending approval or denial.

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**Minimum Use  
Criteria**

1. The State Office of Vehicle Fleet Management Plan provides the following minimum use criteria:

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<b>Period</b>	<b>Quarterly Mileage</b>	<b>Annual Mileage</b>
Sept 1, 2000 – Aug 31, 2001	1,750 miles every 3 months	7,000 miles
Sept 1, 2001 – Aug 31, 2002	2,250 miles every 3 months	9,000 miles
Sept 1, 2002 – Aug 31, 2003	2,750 miles every 3 months	11,000 miles

2. The only exemptions to the minimum use criteria are:
  - a. Vehicles with a manufacturer's gross vehicle weight rating (GVWR) of more than 8,600 pounds.
  - b. Law enforcement vehicles, mules, gators and passenger vehicles.
  - c. Vehicles purchased with non-appropriated funds or vehicles purchased with federal funds for specific federal projects.
  
3. Beginning October 30, 2001, the State Office of Vehicle Fleet Management will distribute to Health Science Center Office of Facilities Management agency-specific report (based on fleet data) identifying vehicles that have accumulated less than the minimum mileage for the past three months of operation.
  - a. Upon receipt of the report, the Health Science Center Office of Facilities Management will notify the affected department.
  - b. The affected department's vehicle custodian will have twenty (20) days from the report date to submit written justification to the Health Science Center Office of Facilities Management for retaining those vehicle(s) identified as failing to meet the minimum criteria. Types of justification information that may be submitted include but are not limited to:

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1. How does the vehicle help accomplish the mission of the agency;
  2. What services are provided with the vehicle;
  3. What is the core function of the vehicle and how does this relate to the core function of the Health Science Center;
  4. If the vehicle is campus-based or used locally, how many trips per day or days per month is the vehicle used;
  5. How many passengers per month are carried;
  6. What is the cost to rent or lease a comparable vehicle for the same number of days or trips (See *Handbook of Operating Procedures*, [Section 6.2.7](#), "Car Rental Firms", for contracted car rental firms) compared to the cost of ownership.
- c. Upon receipt of the documentation from the affected department, the Health Science Center Office of Facilities Management will submit written justification for retaining those vehicles identified as failing to meet minimum mileage criteria no later than thirty (30) days from the original report date to the State Office of Vehicle Fleet Management for review and consideration. The Executive Vice President for Facility Planning and Operations will be informed of underused vehicle(s).
- d. The State Office of Vehicle Fleet Management will provide one of the following responses:
1. If the State Office of Vehicle Fleet Management does not agree with the justification, they will provide the Health Science Center Office of Facilities Management and the Council on Competitive Government with written documentation identifying the specific vehicle and reason for the waiver denial. In some instances a final appeal may be allowed and accepted by the State Office of Vehicle Fleet Management.

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2. The State Office of Vehicle Fleet Management may provide waivers for a specified time period for individual vehicles based on their agreement and acceptance of the justification information submitted by the Health Science Center Office of Facilities Management.
  3. No waivers will be granted for vehicles designated as poolable that does not meet the minimum use criteria.
  4. The State Office of Vehicle Fleet Management may grant a lifetime waiver to a vehicle that is deemed so unique in its function or design that the Health Science Center is unable to use the vehicle for any other purpose or to rotate the vehicle within the fleet.
- e. In case justification is denied, the Health Science Center will have six (6) months from the notification date to increase use to the minimum mileage criteria. If at the end of this six (6) month period, the vehicle in question still does not meet the minimum mileage criteria, the State Office of Vehicle Fleet Management will identify the vehicle as excess and notify both the Health Science Center and the Council on Competitive Government. Vehicles identified as excess will then be prepared for sale through Surplus Property as established in the *Handbook of Operating Procedures* "Deletion of State Property", [Section 6.3.3](#) and "Texas Surplus Property Agency", [Section 6.3.6](#).
- f. If it is in the best interest of the institution, a vehicle identified as underused can be rotated within the Health Science Center vehicle fleet. The Health Science Center Office of Facilities Management will review and recommend to the Executive Vice President for Facility Planning and Operations a possible rotation of the vehicle and a vehicle for trade substitution.

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**Departmental  
Vehicle  
Coordinators**

All vehicle custodians (department heads/Directors/Deans/Chairs) are responsible for establishing a Vehicle Coordinator in their areas of responsibility. The name and contact information for the Vehicle Coordinator should be provided to the Health Science Center Office of Facilities Management. The Vehicle Coordinator will be the main departmental contact for the Health Science Center Office of Facilities Management.

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**Vehicle Fuel**

Use of regular unleaded gasoline. Self-service, card access, unleaded gasoline is available on campus for University vehicles. Gasoline cards must be obtained from the Health Science Center Office of Facilities Management.

Use of alternative fuels. All motor vehicles leased or purchased after September 1, 1991, must be capable of using an alternative fuel unless a waiver is filed and accepted by the General Services Commission proving that either the vehicle will be operating in an area in which neither agency or supplier can reasonably be expected to establish a refueling station or the conversion to an alternative fuel is not cost effective. The Health Science Center Office Facilities Management will prepare and submit a waiver request upon notification by the purchaser that a new or replacement vehicle is being purchased.

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**Vehicle  
Assignment**

Assignment of a vehicle to an individual administrative or executive employee on a regular daily basis is prohibited without written documentation that the assignment is critical to the mission of the Health Science Center.

The President of the Health Science Center must authorize all vehicles assigned to an individual administrative or executive employee. To gain authorization, Vehicle Custodians should prepare an authorization request to the Health Science Center Office of Facilities Management providing the following documentation:

1. Vehicle identification number, license plate number, year, make, and model
2. Name and position of the individual to whom the vehicle is assigned; and

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3. Reason the assignment is critical to the mission of Health Science Center.

A vehicle may be assigned to a field employee. Field employees are those employees whose regular duties require work in various locations and who regularly require a vehicle for ongoing daily duties.

Pool vehicles will be available for checkout, within the departments, as needed. The vehicles must be used over other options, including rental vehicles and employee reimbursement for use of personal vehicles.

Consistently underused pool vehicles must be rotated to increase utilization or sold as surplus.

**Facilities  
Management  
Responsibilities**

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The Health Science Center Office of Facilities Management is responsible for:

1. Maintaining compliance with state mandates governing vehicle fleet management.
2. Monthly collection and data entry of vehicle use report information and vehicle specific information into the vehicle fleet database.
3. Submitting vehicle use report data and information to the General Services Commission as established.
4. Serving as primary contact for the State Office of Vehicle Fleet Management.
5. Developing and implementing University level policies and procedures related to vehicle fleet management.
6. Observing and enforcing at the University level the statewide vehicle fleet management policies and procedures.
7. Preparing, monitoring and renewal of alternative fuel waivers.

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8. Coordinating purchase waivers from the State Office of Vehicle Fleet Management.

The Vehicle Custodian is responsible for:

1. Being good stewards of Health Science Center vehicles and managing them accordingly.
2. Appointing a departmental vehicle coordinator and providing the Health Science Center Office of Facilities Management with the name and contact information.
3. Ensuring all vehicle damage and repairs are corrected as established.
4. Programming and establishing funding to replace vehicles when required.
5. Ensuring departmental compliance with the required University preventive maintenance program.
6. Ensuring Health Science Center vehicles are used for their intended purpose.
7. Coordinating all vehicle transfers and deletion through the Health Science Center Office of Facilities Management.
8. Ensuring compliance with the established vehicle fleet management program.

The Vehicle Coordinator is responsible for:

1. Accumulating and assuring mileage information on vehicle use reports is accurate.
2. Accumulating and assuring fuel information on the vehicle use reports is accurate.
3. Accumulating and assuring maintenance information on the vehicle use reports is accurate.

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4. Accumulating and providing any other information required by the Health Science Center Vehicle Fleet Manager.
  5. Ensuring the State of Texas, "Vehicle Use Reports" are accurate.
  6. Submitting the vehicle use report to the Health Science Center Office of Facilities Management no later than the 10<sup>th</sup> of each month reporting the previous months vehicle activities.
  7. Rotating and/or eliminating vehicles with low utilization.
  8. Keeping vehicle fleet management advised of any transfers or deletions to the vehicle fleet by providing a copy of the official form submitted to property inventory.
  9. Being familiar and communicating established vehicle fleet management policies and procedures to applicable parties within their department.
  10. Complying with annual driver's license checks on all Health Science Center approved drivers maintaining approved driver list for department.
  11. Routine inspection of vehicles to ensure operational condition and the required vehicle insignia is complete and visible on both sides of the Health Science Center vehicles.
  12. Being knowledgeable with all vehicle fleet management policies and procedures.

**Driver  
Responsibilities**

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Each driver shall:

1. Within three months of date of employment with the Health Science Center, show evidence to the department head of successful completion of an approved Defensive Driving Course. This course is offered by University Police every other month during normal working hours and is free of charge to employees whose job responsibilities require driving. The

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training must be renewed every three (3) years from the date of initial completion.

2. Use University vehicles for official business only.
3. Obey all local, state, and federal laws when operating a University vehicle.
4. Possess at all times a valid and appropriate Texas driver's license. Any employee who transports more than two passengers on a regular basis must possess a Commercial Driver's License.
5. Before operating any vehicle, ensure that the vehicle has a current State of Texas inspection sticker.
6. Use the safety belt/restraining system as provided by the vehicle manufacturer and require all passengers to do so while the vehicle is in motion. A person who possesses a written statement from a licensed physician stating that for medical reasons the person is unable to wear a safety belt is exempt from this requirement.
7. Use reasonable care in operating and maintaining the vehicle.
8. Secure and lock the vehicle when it is unattended.
9. Complete daily the required vehicle usage report and submit it to the respective department as each sheet is filled.
10. See that the appropriate vehicle maintenance is performed prior to and after daily use.
11. Report vehicle malfunctions or maintenance needs to the appropriate department designee.
12. Obtain receipts for all reimbursable purchases. Such receipts must reflect the vehicle license number, mileage, description of the item purchased, and the cost of each item. Receipts for fuel purchases must reflect the cost per gallon, the number of gallons, and the total cost.

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13. Report to University Police within ten (10) days any motor vehicle accidents involved in as a driver, state owned or non-state owned vehicle, regardless of fault.
  14. Report to University Police within ten (10) days any moving violations received, while driving a state owned or non-state owned vehicle.

In the case of vehicle failure, the driver is to notify the appropriate department designee, who will advise and approve of actions to be taken. In the event the driver is unable to make such contact, University Police should be called for assistance.

If involved in an accident while operating a University-owned vehicle, whether on or off campus, the driver should take the following actions:

1. If possible, assist in obtaining medical attention for any injured persons.
2. Take appropriate action to warn other motorists of the accident site.
3. If the accident occurs off campus, immediately notify the local law enforcement agency.
4. Whether the accident occurs on or off campus, notify the appropriate department designee and University Police as soon as possible after the accident, regardless of the extent of damage.
5. If there are any injuries, immediately notify University Police at (210) 567-2800.
6. Obtain the name, address, and telephone number of any other party(s) involved in the accident, their insurance company, and their insurance agent.
7. Attempt to obtain the name, address, and telephone number of all witnesses.

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 8	Health and Safety	Effective:	June 2000
Section 8.8	University Vehicles	Revised:	August 2001
<b>Policy 8.8.1</b>	<b>Policy</b>	Responsibility:	Executive Vice President for Facility Planning and Operations

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8. Advise the other party that the state vehicle is insured and provide them the name of the company; this information is in the "Accident Instruction Packet" in each vehicle. Advise them that the insurance adjusting company will contact them as appropriate; all contact with the University insurance carrier will be handled by the Office of the Executive Vice President for Facility Planning and Operations.
  
  9. Do not admit negligence, fault, or guilt. Do not commit the State of Texas, the University, or the insurance carrier to pay for damages.
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