



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

### **HSCEP OP: 63.03 Vehicle Fleet Management Program**

**PURPOSE:** The purpose of this Health Sciences Center El Paso Operating Policy/Procedure (HSCEP OP) is to implement the State of Texas Vehicle Fleet Management Plan developed in accordance with Government Code, Section 2171.104, and establish procedures, responsibilities and provide guidance for compliance under the Texas Tech University Health Sciences Center El Paso Office of Vehicle Fleet Management (TTUHSC El Paso OVFM).

**REVIEW:** This HSCEP OP will be reviewed on August 1 of each odd-numbered year (ONY) by the Managing Director of Parking & Transportation Services and the Texas Tech University System Office of Risk Management, with recommendations for revisions submitted to the Chief Operating Officer or designee by August 15.

### **POLICY/PROCEDURE:**

1. This policy is to ensure that each vehicle is maintained and operated in a safe and economical condition and is utilized and documented so as to comply with the policies of the Procurement and Support Services (TPASS) Division of the Texas Comptroller of Public Accounts. Policies include compliance with the Texas Vehicle Fleet Management Plan.
2. TTUHSC El Paso OVFM is responsible for administering the TTUHSC El Paso Vehicle Fleet Management Plan (Attachment A).
3. Components of the TTUHSC El Paso Vehicle Fleet Management Plan (see Attachment A) include:
  - Definitions
  - Personal Use/Misuse
  - Driver Authorization
  - Driver Qualifications
  - Operator Conduct
  - Vehicle Use Reports
  - Accident Reporting
  - Travel Outside the Continental United States
  - Vehicle Security
  - Motor Vehicle Procurement
  - Transfer/Deletions
  - Fleet Size
  - Titles and Registration
  - Preventive Maintenance
  - Operator Maintenance Checks
  - Vehicle Replacement Criteria
  - Minimum Use Criteria
  - Departmental Vehicle Coordinators
  - Training
  - Fleet Fueling Policy
  - Fleet Consolidation
  - Responsibilities