



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
EL PASO

# Vehicle Fleet Management Program

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# **TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO VEHICLE FLEET MANAGEMENT PROGRAM**

## **PROGRAM PLAN:**

The purpose of TTUHSC El Paso Vehicle Fleet Management Plan is to establish goals and objectives that provide guidance for compliance as specified in Government Code 2171.104, 2158.0 and to state responsibilities for the vehicle fleet management program established under the Texas Tech University Health Sciences Center El Paso Office of Vehicle Fleet Management (TTUHSC El Paso OVFM). This plan establishes the authority for management of the TTUHSC El Paso vehicles so as to reduce its cost and increase its transportation benefit to state government.

## **MISSION AND OBJECTIVES:**

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 Vehicle Fleet Management Plan, that will optimize vehicle use, improve efficiency, and reduce maintenance and operating cost of the TTUHSC El Paso fleet.

## **POLICY/PROCEDURE**

### **1. Definitions**

- a. 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 TTUHSC El Paso fleet. Serves as the primary contact with the State Office of Vehicle Fleet Management.
- b. Vehicle Custodian – The appointed individual listed on inventory records as property custodian (department head/director/dean/chairperson).
- c. Vehicle Coordinator – The individual appointed by the property custodian to coordinate all vehicle use reports, purchases, transfers and deletions. Serves as primary contact with the TTUHSC El Paso OVFM.
- d. Vehicle Operator – The individual who operates the TTUHSC El Paso vehicle.

### **2. 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 HSCEP OP 61.01, Use of TTUHSC El Paso Facilities, Equipment, Supplies, and Services for Private Purposes Prohibited, for additional guidance.

Misuse of a state vehicle is a state jail felony or a felony in the third degree dependent on the value of the vehicle.

### 3. **User Authorization**

The department head to which the vehicle is assigned will authorize and document the use of each institutional vehicle. Such use will be confined strictly to faculty, staff, and students conducting official business for the institution directly relating to the academic, research, and/or administrative responsibility of the department involved.

The vast majority of property damage, personal injury, and death from motor vehicle collisions are directly attributable to driver error. It is a privilege and a serious responsibility to operate an institutional vehicle, particularly when there are passengers involved. For this reason, the institution reserves the right to be highly selective in approving faculty, staff, and student drivers of institution owned, leased, borrowed, or rented vehicles.

All drivers must possess a valid Texas driver license or license from another state or the District of Columbia appropriate for the class of vehicle being operated and be approved by the TTU System Office of Risk Management. The TTU System *Driver Approval Request* (<http://www.depts.ttu.edu/opmanual/OP80.07A.pdf>) shall be used for this purpose. This form must be completed, signed, routed as instructed thereon, and approval granted BEFORE a driver operates a university- owned, leased, borrowed, or rented vehicle. The TTU System Office of Risk Management will use the information contained in the three-year driver license record provided by the appropriate state agency, apply the criteria referenced in [TTU OP 79.13](#), and use the rating system in the *Driver Rating Evaluation Form* (<http://www.depts.ttu.edu/opmanual/OP80.07B.pdf>) to determine whether driving privileges will be approved or denied.

All approved drivers will be subject to an annual driver license record check (or its equivalent) through the appropriate state licensing agency and approval renewal to ensure each operator continues to possess a valid driver license and has a driver record consistent with continued approved driver status. The driver record information will reflect the driver's three-year driving history and it will be ordered from the appropriate U.S. state agency. The requesting department will coordinate with the TTU System Office of Risk Management to submit a list of drivers to be considered for renewal of approved driver status, an annual motor vehicle record check using the TTU System Driver Approval Request (<http://www.depts.ttu.edu/opmanual/OP80.07A.pdf>) and, if necessary, the *Delete Approved Driver Form* (<http://www.depts.ttu.edu/opmanual/OP80.07C.pdf>). All associated costs will be the responsibility of the department requesting driver approval.

Some vehicles and positions require the employee maintain a Class A or B driver license. The university will pay for the cost of the license if it is required in the employee's job description. Individuals requiring a Class A or B driver license must comply with [HSCEP OP 70.41](#), Drug and Alcohol Testing for Safety Sensitive Positions Requiring a Commercial Driver's License

If an employee's position requires them to operate a motor vehicle, failure to maintain approved driver status will result in administrative action and/or termination.

#### 4. **Driver Qualifications**

- a. Qualifications for drivers of all motor vehicles owned, rented, leased by, or loaned to TTUHSC El Paso are as follows:
- 1) Must possess a valid Texas driver license or license from another state or the District of Columbia appropriate for the class of vehicle being operated;
  - 2) Must have held a valid driver license, as defined in (1) above, for at least two years and have attained 18 years of age. The two-year experience requirement may be satisfied by providing an English translation of the official driving record from the individual's home country or the equivalent thereof;
  - 3) Must comply with annual driver record information check (or its equivalent);
  - 4) Must achieve an "approved" status using the *Driver Rating Evaluation Form* (<http://www.depts.ttu.edu/opmanual/OP80.07B.pdf>);
  - 5) Must report all driving violations or convictions and any license revocations, suspensions, or reinstatements, following revocations or suspensions to their immediate supervisor within five business days of the occurrence. This includes violations, convictions, suspensions, and revocations that result from driving a privately owned vehicle. Approval to drive a university vehicle may not be granted for one year following reinstatement of a revoked license; and
  - 6) Must not have had any convictions for driving while intoxicated, driving under the influence of alcohol or drugs, or reckless driving.
- b. Additional qualifications for drivers of vans equipped for 15 passengers or extended cargo:
- 1) Must be at least 20 years of age and have held a valid license, as defined in 4.a above, for at least two years;
  - 2) Must successfully complete a 15-passenger driver training course; Must successfully complete a 15-passenger refresher training annually
  - 3) Must not have more than one moving violation in the last 18 months.
  - 4) Must successfully pass a drug test; and
  - 5) Must complete the *15-Passenger Van Inspection Checklist* (<http://www.depts.ttu.edu/opmanual/OP80.07H.pdf>) for each trip. The inspection checklist should be kept in the vehicle glove box for the duration of the trip.

The National Highway Traffic Safety Administration (NHTSA) has issued a cautionary warning to users of 15-passenger vans. Because of a high rollover rate in single vehicle crashes, it is important that experienced drivers operate these vans. Risks are also decreased by reducing the occupant number to fewer than 9 passengers.

#### 5. **Operator Conduct**

Those who operate a TTUHSC El Paso vehicle represent the institution to the general public. The image conveyed does affect the institution, therefore:

- a. DO NOT use TTUHSC El Paso vehicles for personal transportation or business. Only persons who are acting within the course and scope of university-related activities should use vehicles owned, rented, leased by, or loaned to TTUHSC El Paso;

- b. DO NOT allow alcoholic beverages or illicit drugs to be consumed or illegally transported in any TTUHSC El Paso vehicle.
- c. DO NOT smoke or allow passengers to smoke in any TTUHSC El Paso vehicle;
- d. DO NOT pick up hitchhikers or transport family members or any other unauthorized passenger(s). Authorized passenger is defined as employees, sponsors, students, and prospective students being recruited to participate in a specific university program or activity. In all such cases, reasonable efforts shall be made by the responsible department to ensure that each participant executes a release and hold harmless agreement;
- e. DO NOT allow the vehicle to become unnecessarily dirty and present an unfavorable image to the general public;
- f. DO NOT allow the number of passengers to exceed the authorized capacity of the vehicle (the capacity of a vehicle can typically be determined by counting the number of available seat belts);
- g. DO NOT operate the vehicle unless all occupants are wearing the appropriate restraints;
- h. DO NOT text message, read or compose e-mails, or use a handheld cell phone while operating the vehicle. A Bluetooth or other hands free device is acceptable;
- i. DO observe all traffic rules and regulations; and
- j. DO drive carefully, safely, and courteously.

When a vehicle is damaged through operator misuse or operated by a person under the influence of alcohol or narcotics, the department head employing the operator is to furnish a complete statement of the circumstances and a copy of the police report for the appropriate administrative action. The employee's supervisor will contact the TTUHSC El Paso OVMF immediately. Any driver may be asked to submit to a "for cause" screening in compliance with TTUHSC El Paso OP 70.39.

Citations for all parking and traffic violations will be the personal responsibility of the operator. Vehicle operators must notify their supervisors when they have received any type of citation relating to vehicle operation (on-the-job and off-the-job).

## 6. **Vehicle Use Reports**

- a. TTUHSC El Paso OVMF requires that each operator of a state-owned motor vehicle make a daily report of use on the vehicle Monthly Use Report (Attachment B) at <http://elpaso.ttuhs.edu/parking/vehicle-fleet-management/default.aspx>.
- b. The report will show the purpose for which the vehicle was used, miles traveled, driver, passengers carried, and other information as may be required to provide a record of vehicle use and maintenance performed. All vehicle maintenance will be reported by submitting originals of legible copies of work orders, invoices or receipts. Refer to Attachment C for compliance tips.
- c. If the vehicle is used by more than one operator during the day, each operator must enter their name into the report. If more than one page is required per month, additional report pages will be used or the operator information may be provided as approved by the TTUHSC El Paso OVMF.

- d. After the close of the reporting period, the custodian or coordinator of the vehicle will verify the report for accuracy and sign in the designated space. The completed report will then be sent to the TTUHSC El Paso OVFEM no later than the fifth day of the following month.

## **7. Collision Reporting**

The following procedures should be followed whenever a TTUHSC El Paso vehicle is involved in a collision, regardless of the extent of damage:

Immediate Action:

- a. Stop immediately - notify the proper law enforcement agency so that an official report will document the accident. Drivers should cooperate with police without volunteering extra information. Provide name, address, license number, vehicle registration, employer name and insurance carrier only. Damaging admissions can be used in court later. Exchange information with the other driver, including: addresses, phone numbers, license plate numbers, and insurance companies. Don't just rely on the police report.
- b. Take necessary steps to prevent another collision or accident.
- c. Call a doctor, ambulance, or emergency medical team, if necessary. Render aid to the injured until help arrives.
- d. Look around for witnesses. Obtain names and addresses of all witnesses. If there are not witnesses, make notes as accurately as possible and in complete detail. Draw any diagrams or take photographs that may be helpful later.
- e. Secure information required to complete the Auto Collision Information Form and Accident Investigation Form from HSCEP OP 76.34.
- f. Write everything down in extreme detail following the accident. These notes may prove crucial later if the case goes to court. Note anything suspicious about the surroundings, the other car and its occupants and the type of accident.
- g. Provide all required information to the law enforcement officer.

All accidents involving a TTUHSC El Paso vehicle must be documented according to the procedures established in HSCEP OP 76.34, Collision Involving University Vehicles. Copies of the Auto Collision Information Form and instructions for completing the form will be available on the clipboard or in the glove compartment of each vehicle.

## **8. Travel Outside the Continental U. S.**

Refer to HSCEP OP 63.02, Out-of-Country Use of TTUHSC El Paso Vehicles.

**9. Vehicle Security**

- a. The security of TTUHSC El Paso vehicles and their contents is the responsibility of the operator. When vehicles are left unattended for any reason, remove the keys from the ignition, set the hand brake, and lock the vehicle.
- b. Vehicles that become disabled on the road will be secured with all possible precautions taken to prevent theft or vandalism. In the event that a vehicle cannot be secured in its present location, the driver will have the vehicle towed to a facility where it can be secured until assistance arrives. The operator IS RESPONSIBLE FOR VEHICLE SECURITY. Vehicles will not be left along highways or in any area where vandalism would be easily accomplished.

**10. Motor Vehicle Procurement**

- a. All motor vehicles purchased (new/pre-owned) and/or leased are subject to the procedures set forth in HSCEP OP 72.11, Purchasing Motor Vehicles (see item 5. for delivery guidelines), OP 63.07 Vehicle Inscription and Painting, and TTUHSC El Paso OVFM review.
- b. Motor vehicles donated to TTUHSC El Paso must comply with color requirements, alternative fuel program and vehicle use reporting. Donated vehicles must be in compliance with HSCEP OP 02.03, Acceptance of Gifts and Grants from Private Philanthropic Sources, and HSCEP OP 72.11, Purchasing/Leasing Motor Vehicles.
- c. All motor vehicles purchased from surplus of other federal or state agencies are subject to the procedures established in HSCEP OP 72.11, Purchasing Motor Vehicles and TTUHSC El Paso OVFM review.

**11. Transfers/Deletions**

Vehicles may be transferred from one agency to another or from one department to another within the TTUHSC El Paso system with the approval of the TTUHSC El Paso OVFM. Transfer vehicles must be in sound mechanical condition and not increase the receiving agency or departmental vehicle inventory unless documented approval is obtained from the State OVFM. Refer to HSCEP OP 72.11, Purchasing/Leasing Motor Vehicles, covering additions to the fleet.

Additionally, any TTUHSC El Paso vehicle to be transferred or deleted from inventory must comply with the procedures established in HSCEP OP 63.04 on Disposal of Motor Vehicles as Surplus Property (Item 3.a) and/or HSCEP OP 63.10 on Property Management. The transferring/deleting department will provide a fully executed copy of the applicable paperwork to the TTUHSC El Paso OVFM.



12. **Fleet Size**

TTUHSC El Paso has an established number of vehicles in its fleet set by the State OVFM. The TTUHSC El Paso fleet size will not increase without prior written approval from the State OVFM. Exceptions include legislatively mandated program changes, federal program initiatives or documented need resulting from program growth or changes. Law enforcement vehicles, emergency vehicles, vehicles used for safety purposes, and utility purpose vehicles such as golf carts and fork lifts are in the Exempt category.

Replacement vehicles may be purchased without a waiver on a one-for-one basis with prior approval of the TTUHSC El Paso OVFM.

Donated vehicles may not be replaced without approval of the State OVFM.

The TTUHSC El Paso OVFM must provide the State OVFM with written notification of all vehicle additions/replacements. The notifications will include the following information for both the new vehicle and the vehicle that is being replaced: vehicle identification number, license plate number, year, make, model, fuel source, green house ratings and bin rating.

13. **Titles and Registration**

All original vehicle titles and registration receipts will be acquired and maintained by the TTUHSC El Paso OVFM in El Paso.

14. **Preventive Maintenance**

All TTUHSC El Paso vehicles will be maintained using a preventive maintenance schedule on a routine basis. The departmental vehicle coordinator is responsible for ensuring their TTUHSC El Paso vehicles have a current state safety inspection and tax decal (alternative fuel, if applicable).

No TTUHSC El Paso vehicle will be in service unless it is in good operating condition.

All TTUHSC El Paso departmental Vehicle Coordinators are responsible for ensuring vehicle preventive maintenance is scheduled and performed on a routine basis in accordance with manufacturers' recommendations. The TTUHSC El Paso OVFM will monitor preventive maintenance for compliance, if any damage is identified requiring repair the TTUHSC El Paso OVFM holds authority to request and recommend repair to the Vehicle Custodian. The Vehicle Custodian will, also, be notified of repeated non-compliance to have preventive maintenance performed. Failure to comply with preventive maintenance notices could result in losing the privilege to maintain the vehicle on the department's inventory. Vehicle and parts warranty information will be tracked through Texas Fleet System database to achieve maximum savings on maintenance and repairs. A good warranty tracking system can prevent the department from paying for repairs or parts that are still covered under the manufacturer's warranty.

## 15. Operator Maintenance Checks

- a. Operators of vehicles are responsible for completing inspection (Attachment D) of the unit BEFORE AND AFTER operation. All defects discovered during inspections or during actual operation should be noted and reported timely. Any deficiency that would cause further damage to the vehicle, render it unsafe, or present a hazard should be reported immediately.
- b. As a minimum, the following checks should be accomplished on a weekly basis: tire condition and pressure, leaks (any kind), engine oil level, all belts, all hoses, radiator coolant level, hydraulic oil level, transmission oil level, lights/signals, fuel, windshield washer fluid level, valid state inspection certification, license plates front and rear, and the complete TTUHSC El Paso inscription on both sides of the vehicles. With engine started, check: all gauges, brakes before moving, windshield wipers, test horn.
- c. Failure to perform operational checks may result in breakdowns and/or damage to the vehicle. Hours of lost vehicle time could be reduced if each driver would operate TTUHSC El Paso vehicles in a caring and cautious manner.

## 16. Vehicle Replacement Criteria

- a. Passenger vehicles should be evaluated for replacement when they reach nine (9) years of service and accrue 100,000 miles. Cargo vehicles should be replaced when they reach 10 years of service and accrue 110,000 miles. Attainment of these goals should help minimize fleet capital and operating costs.
- b. In general, most TTUHSC El Paso vehicles should be replaced when they reach 9 years (108 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).
- c. Specialized equipment may not fall under any of the above categories and may need to be considered for replacement according to other criteria, such as hours in service.
- d. Additional criteria will include the department's compliance with the vehicle preventive maintenance program, vehicle appearance and timely submission of required monthly reports.
- e. Departments should start programming and establishing funding to replace vehicles as established above.
- f. 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.
- g. TTUHSC El Paso 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 TTUHSC El Paso OVFPM 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 possibly replaced.

If the department vehicle custodian does not want or cannot replace the vehicle as per the State OVFМ recommendations, the department must write a letter of justification explaining the position for retaining versus replacing. The response will be sent to the TTUHSC El Paso OVFМ. The department's response and TTUHSC El Paso OVFМ recommendation will be forwarded to the Chief Operating Officer or designee.

- h. Vehicle replacement criteria do not apply to the following:
  - 1. Vehicles purchased with non-appropriated funds;
  - 2. Law enforcement vehicles, including pursuit vehicles;
  - 3. Emergency vehicles;
  - 4. Vehicles used for vehicle research purposes, such as alternative fuel and crash tests;
  - 5. Heavy equipment, including tractors, bulldozers and highway construction and maintenance equipment;
  - 6. Utility purpose vehicles such as "mules," "gators," or golf-carts and forklifts;
  - 7. Wrecked vehicles; and
  - 8. Vehicles destroyed due to a natural disaster.

17. **Minimum Use Criteria**

Institutions of higher education are exempt from the minimum use criteria effective September 1, 2005.

18. **Departmental Vehicle Coordinators**

All vehicle custodians (department heads/directors/deans/chairpersons) are responsible for establishing a vehicle coordinator in their areas of responsibility. The vehicle coordinator will be the main departmental contact for the TTUHSC El Paso Office of Vehicle Fleet Manager. The Departmental Vehicle Coordinator Designation form (Attachment E) should be completed and forwarded to the TTUHSC El Paso Office of Vehicle Fleet Manager anytime a change of coordinator occurs.

19. **Training**

TTUHSC El Paso OVFМ will provide reporting compliance training to all applicable areas on an annual basis. In addition, training may be requested by individual departments on an as needed basis.

## 20. **Fleet Fueling Policy**

- a. Use of regular unleaded gasoline.

Unless specifically prohibited by manufacturer warranty or recommendations, all state vehicles operating on gasoline shall use regular unleaded gasoline. Higher- octane blends (marketed as premium, super-unleaded, etc.) reportedly offer no proven benefit and are prohibited for use in state vehicles except as noted.

- b. Use of alternative fuels.

Vehicles capable of using alternative fuels will use them when possible.

- c. Refueling at self-service islands.

TTUHSC El Paso vehicles will use self-service islands only when refueling at retail fueling stations.

- d. The TTUHSC El Paso OVFM will monitor for compliance. Failure to comply notices will be sent to the vehicle custodian.

- e. Fueling Credit Cards.

All fuel purchases for state vehicles must be made with the appropriate fueling credit card. In addition to routine fueling needs, the card must also be used for vehicle repairs under \$5,000.00 or routine vehicle maintenance including oil changes, windshield repair, tire servicing, etc. Any repair over \$5,000.00 will require a PO and follow normal purchasing procedures.

Fueling credit cards are distributed by the TTUHSC El Paso OVFM and have a daily charge limit of \$750.00 and three (3) transactions per day. Any expenses in excess of daily maximum require authorization. Call the TTUHSC El Paso OVFM at to obtain an exception to the daily maximum.

## 21. **Fleet Consolidation**

- a. 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 TTUHSC El Paso.

All vehicles assigned to an individual administrative or executive employee must be authorized by the Chief Operating Officer or designee of TTUHSC El Paso. To gain authorization, vehicle custodians should prepare an authorization request to the TTUHSC El Paso OVFM providing the following documentation:

- (1) Vehicle identification number, license plate number, year, make, model;
- (2) Name and position of the individual to whom the vehicle is assigned; and
- (3) Reason the assignment is critical to the mission of TTUHSC El Paso.

- b. Assignment of a vehicle 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.
- c. All other TTUHSC El Paso vehicles will be assigned by department or be assigned to a motor pool. Pool vehicles must be available for checkout as needed and must be used over other options, including:
  - commercial rental vehicles and/or
  - use of personal vehicles.

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

## 22. **Responsibilities**

- a. The TTUHSC El Paso Office of Vehicle Fleet Manager 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 Comptroller of Public Accounts;
  - 4. Planning, directing, managing, coordinating and supervising programs for the acquisition, assignment, utilization, maintenance and repair, replacement, and disposal of the vehicle fleet;
  - 5. Serving as primary contact for the State OVFM;
  - 6. Developing and implementing institutional level policies and procedures related to vehicle fleet management;
  - 7. Observing and enforcing at the institutional level the statewide vehicle fleet management policies and procedures;
  - 8. Coordinating purchase waivers from the State OVFM;
  - 9. Review and approval of all vehicle purchases, transfers and deletions;
  - 10. Processing appropriate paperwork to acquire vehicle titles and license plates;
  - 11. Maintaining permanent file of all vehicle titles.
- b. The Vehicle Custodian is responsible for:
  - 1. Being a good steward of TTUHSC El Paso vehicles and managing same accordingly;
  - 2. Appointing a departmental vehicle coordinator and providing TTUHSC El Paso OVFM with the name and contact information (Attachment E);
  - 3. Routine inspection of vehicles to ensure sound operational condition and that the required vehicle insignia is complete and visible on both sides of the institutional vehicle;
  - 4. Ensuring all vehicle damage and repairs are corrected as established;
  - 5. Programming and establishing funding to replace vehicles when required;
  - 6. Ensuring departmental compliance with the required institutional preventive maintenance program;

7. Ensuring TTUHSC El Paso vehicles are used for their intended purpose;
8. Coordinating all vehicle requisitions through TTUHSC El Paso OVFM;
9. Coordinating all vehicle transfers and deletion through vehicle fleet management;
10. Rotating and/or eliminating vehicles with low utilization;
11. Complying with annual driver license record checks on all institutional- approved drivers;
12. Being knowledgeable with all vehicle fleet management policies and procedures; and
13. Ensuring compliance with the established vehicle fleet management program. Non-compliance may result in the loss of TTUHSC El Paso vehicle privileges.

c. The Vehicle Coordinator is responsible for:

1. Accumulating and assuring mileage and driver information on vehicle use reports is maintained accurately;
2. Accumulating and assuring fuel and maintenance documents are submitted to TTUHSC El Paso OVFM on vehicles
3. Accumulating and providing any other information required by the TTUHSC El Paso Office of Vehicle Fleet Manager;
4. Ensuring the State of Texas, Vehicle Use Reports are accurately maintained;
5. Retaining accurate vehicle files for reference should the need arise;
6. Submitting the original vehicle use report to the TTUHSC El Paso OVFM no later than the fifth of each month reporting the previous month's vehicle activities;
7. Provide Vehicle Custodian with recommendations on 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. Coordinating all vehicle requisitions through the TTUHSC El Paso OVFM and purchasing;
10. Advising TTUHSC El Paso OVFM of all vehicle accident/incidents that occur and providing a copy of the vehicle accident package and police report;
11. Being familiar and communicating established vehicle fleet management policies and procedures to applicable parties within their department;
12. Complying with annual driver's license checks on all TTUHSC El Paso approved drivers; maintaining approved driver list for department;
13. Routine inspection of vehicles to ensure operational condition and the required vehicle insignia is complete and visible on both sides of the TTUHSC El Paso vehicles;

d. Being knowledgeable with all vehicle fleet management policies and procedures.

The Vehicle Operator is responsible for:

1. Completing vehicle use reports on a daily basis in an accurate manner;
2. Identifying any mechanical problems associated with the vehicle they are operating and report to vehicle coordinator for scheduling repair;
3. Reporting accidents immediately to supervisor and assisting with the completion of the vehicle accident paperwork;

4. Following all state laws associated with vehicle operation;
5. Operating only vehicles they are authorized to use;
6. Maintaining a valid driver's license;
7. Using TTUHSC El Paso vehicles for official institutional business only;
8. Keeping the vehicle secured when not in operation;
9. Ensuring registration is current;
10. Daily and weekly vehicle maintenance checks to ensure the vehicle is in good operating condition;
11. Complying with the TTUHSC El Paso vehicle fleet management program;
12. Reporting any driving violations to their immediate supervisor within five days of the occurrence. Incidents involving TTUHSC El Paso vehicles should be reported immediately. This includes violations that occur while driving a vehicle not owned or operated by TTUHSC El Paso
13. Operating the vehicle in a safe manner; and
14. Reporting any condition that impairs the safe operation of a vehicle.