



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 63.01, **TTUHSC El Paso Vehicle Rental**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish guidelines for the rental of vehicles from the TTUHSC El Paso Office of Vehicle Fleet Management (OVFM).

REVIEW: This HSCEP OP will be reviewed on August 1 of each even-numbered year (ENY) by the managing director of Parking & Transportation Services, with recommendations for revision submitted to the chief operating officer or designee by August 15.

POLICY/PROCEDURE:

I. TTUHSC El Paso Office of Vehicle Fleet Management (TTUHSC El Paso OVFM) Location.

TTUHSC El Paso Office of Vehicle Fleet Management
5001 El Paso Drive
El Paso, TX 79905
ASB II Building, MSC 51030, Rm 1015
Phone: 915-215-4296 Fax: 915-215-8830
Email: fleetelp@ttuhsc.edu
<http://elpaso.ttuhsc.edu/parking/transportation.aspx>

II. Hours of Operation.

- A. The TTUHSC El Paso OVFM will be open Monday through Friday from 8:00am to 12:00pm and from 1:00pm to 5:00pm, excluding TTUHSC El Paso holidays and partial staff days.
- B. Departments requesting the use of motor vehicles on days the TTUHSC El Paso OVFM is closed must make arrangements for a designated time to obtain the vehicle between 1:00 and 5:00 p.m. the preceding day.
- C. If a vehicle is returned after hours, it should be returned to its designated parking area and the keys returned to the TTUHSC El Paso OVFM by next business day before 10:00am

III. Insurance.

No TTUHSC El Paso vehicle shall be driven or rented from the motor pool by an individual who is not currently listed on the TTUHSC El Paso insurance policy. An individual must be approved prior to driving a state-owned vehicle. An employee who is not currently listed on the TTUHSC El Paso insurance policy must complete the Driver Approval Request on the Texas Tech University (TTU) website at <http://www.depts.ttu.edu/opmanual/OP80.07A.pdf> and then forward it to the TTU System Office of Risk Management (ORM), TTU MC 2003 via Vehicle Operating System (<https://driverapproval.app.texastech.edu>) This completed form must be received by the TTU System ORM 12-14 working days prior to when a vehicle is needed from the motor pool. When approval has been obtained, the TTU System ORM will notify the requesting department. The department may then proceed with the rental or employee usage.

IV. Check-out Procedure.

A. Authorization for Vehicle Dispatch.

A properly executed and completed REQUEST FOR TRANSPORTATION form, available online at <http://el Paso.ttuhs c.edu/parking/vehicle-fleet-management/documents/Transportation-Request-Form.pdf>, must be received by TTUHSC El Paso OVF M prior to the vehicle being dispatched. Email the form to the TTUHSC El Paso Office of Vehicle Fleet Management Office at FleetElp@ttuhsc.edu. The requesting department is responsible for furnishing their own approved designated driver.

Authorization – Signature of department head is required. If the department head is not available, the signature of the person authorized to sign in the absence of the department head is required. If the department head is submitting the request, the signature of the next level approval or designee must be obtained. The authorization denotes certification that the requested vehicle will be used only in the conduct of TTUHSC El Paso business and that the driver has received approved driver status. The use of a state vehicle for any other purpose is prohibited (per Article 16, Section 6, State Constitution). Official TTUHSC El Paso business does not include use by student associations or organizations.

A driver acknowledgment form stating the driver has read HSCEP OP 63.03 Attachment A (<http://el Paso.ttuhs c.edu/opp/documents/63/op6303a.pdf>) and understands the conduct and behavior expected of an employee when utilizing a TTUHSC El Paso state vehicle must be completed.

B. First-Come, First-Served Operation. The TTUHSC El Paso OVF M is a first-come, first-served operation; vehicle reservations should be made as far in advance as feasible. Vehicles may be dispatched for any length of time. When available, the newer vehicles will be issued for trips which exceed 100 miles.

C. Cancellations. If there is a reservation cancellation, it must be made two days in advance, or there may be a charge of one-half the daily rate for the period of the original request.

D. Drivers of Rented Vehicles.

1. Students who are not TTUHSC El Paso employees may operate university vehicles only for business purposes. Refer to HSCEP OP 77.08, Student Travel Policy, for further information.
2. The driver of a rented vehicle must have a valid license for the type of vehicle being driven. The minimum required license for operating the class of vehicles in the rental fleet is a Class C license.
3. The Texas Department of Public Safety, when issuing a driver's license, will indicate on the license the type or general class of vehicle the licensee may drive. For all license classifications see Texas Transportation Code, § 521.081 through 521.085.
4. The Texas Transportation Code §. 545.413 requires seat belts to be used at all times that a vehicle is in operation.

5. The driver shall NOT use a cell phone, other types of communication devices, or other electronic equipment when the vehicle is moving. These types of items should be used only when the vehicle is stopped and pulled safely off to the side of the road and parked. If the vehicle is equipped with Bluetooth technology and the phone has been connected wirelessly to the vehicle's audio system, phone conversations may be permissible as long as they do not violate any other laws or regulations.
6. The rental vehicle is considered a TTUHSC El Paso facility and the driver will comply with all applicable HSCEP policies including HSCEP OP 10.19, Tobacco Free Environment.
7. The rental vehicle is part of the TTUHSC El Paso fleet and the driver is responsible for complying with applicable portions of HSCEP OP 63.03, Vehicle Fleet Management Program including no alcoholic beverages, no hitchhikers, no family members, and driving safely and courteously.
8. Any driver may be asked to submit to a "for cause" screen in compliance with HSCEP OP 70.39, Drug-Free Workplace Policy, when there is any accident causing injury to anyone, damage to property of TTUHSC El Paso or others, or when the driver received a traffic citation as a result of an on-the-job motor vehicle accident. If the individual refuses, the individual will be subject to disciplinary action up to and including termination.

V. **Vehicle Rental Rates.** Rates are published on the TTUHSC El Paso OVFM website at <http://elpaso.ttuhsoc.edu/parking/vehicle-fleet-management/default.aspx>

VI. **Additional Charges.** The TTUHSC El Paso OVFM is held responsible for the safe return of the vehicle in the same condition as it was rented. Each vehicle will be inspected before each use and upon return. Any damage or abuse, except normal wear and tear, will be repaired and/or replaced and the responsible department charged. Renting department may be held responsible for all expenses not covered by insurance, including deductibles.

VII. **Fuel.**

A. Vehicles will be serviced and fueled prior to dispatch and refueled upon return. All fuel expense (credit card charges and end of trip refuel) will be charged to the customer department.

B. A vehicle credit card will be issued to the customer department. Each credit card will be number-coded specifically to the vehicle being dispatched and will be used to purchase fuel and maintenance while on the road. The department head, or authorized delegate, will be given the credit card prior to departure, and will be responsible for proper use and disposition until they are returned. Lost or stolen cards should be reported immediately by phone to the TTUHSC El Paso OVFM at 915-215-4296.

Only the purchase of self-serve fuel (minimal grade of fuel type required for each vehicle) is authorized. At the time fuel is purchased, confirm the quantity of gas and oil purchased is listed on the receipt. The customer's copy of the credit card purchase vouchers should be submitted to TTUHSC El Paso OVFM when the credit card and vehicle are returned.

C. All fuel expense (credit card charges and end of trip refuel) will be charged to the customer department.

- VIII. **On-the-Road Service.** Departments taking long mileage trips or extended daily use may find it necessary to have the vehicle serviced while on the road using the issued credit card. The schedule for this regular maintenance works as follows:

3,000 Driven Miles or 90 Days

- A. Change crankcase oil;
- B. Replace oil filter;
- C. Grease chassis;
- D. Check all gear boxes and bring fluid to proper level;
- E. Check radiator and bring fluid to proper level;
- F. Check air pressure in all tires (according to specs); and
- G. Check air filter (replace as needed).

IX. **Emergency Repairs.**

- A. It may be necessary to have emergency repairs to TTUHSC El Paso vehicles while operating outside of El Paso. Within a 50-mile radius, the driver of the vehicle should contact the TTUHSC El Paso OVFM office at (915) 215-4296 or at the emergency contact number, 1-800-525-5555, provided at vehicle dispatch for assistance in determining whether it would be best for a wrecker to tow in the vehicle or have it repaired in the field. In some instances, and when beyond the 50-mile radius, it may be more practical to have those repairs done in the field.
- B. Outside of TTUHSC El Paso OVFM business hours, emergency repairs not to exceed \$750 are automatically authorized if using the vehicle credit card. Repairs should be accomplished by an authorized dealer under existing warranty, where applicable. Applicable warranties are kept in the glove pocket of the vehicle concerned, along with a copy of the vehicle registration and insurance papers. When required repairs are not covered by warranty, an itemized invoice listing parts and labor charges must be signed by both the agency performing the work and the vehicle driver.
- C. The vehicle credit card provided by the TTUHSC El Paso OVFM has a daily charge limit of \$750. Any expenses in excess of daily maximum require authorization. Call the TTUHSC El Paso OVFM at (915) 215-4296 to obtain an exception to the daily maximum charge. Request a phone contact card if intended use will be overnight or weekend.
- D. Once authorized, have the work completed and use the assigned credit card for payment. Return the itemized invoice, listing the parts and labor charges and signed by both the agency doing the work and the vehicle driver, to the TTUHSC El Paso OVFM.

- X. **Vehicle Monthly Use Reports.** HSCEP OP 63.03, Vehicle Fleet Management Program requires that a person using a vehicle owned by a state agency, regardless of purpose, will make a written report of such use. This report must be entered daily in a form similar to the standard form entitled Monthly Use Report, available at <http://elpaso.ttuhs.edu/parking/vehicle-fleet-management/default.aspx>. A separate entry must be made each time the vehicle is in use. The updated report should be returned with keys and clipboard after vehicle use. If rental spans the end of a month, the form must be sent to TTUHSC El Paso OVFM, Fleetelp@ttuhs.edu before the 5th of the following month. The report should show the business purpose for the vehicle's use, start and end mileage, passengers carried, and such other information as may be necessary to provide a proper record of the use of the vehicle. Specific instructions for maintaining the log book are as follows:

- A. The vehicle Monthly Use Report must be in the vehicle any time that the vehicle is in motion. A new report form should be provided before one is entirely used, so that any person using the vehicle can promptly fill in a report of his/her trip

- B. Each person using the vehicle is required to make entries as follows:
1. Odometer Reading- Record start and ending odometer reading on the corresponding date line and record the destination/purpose in the designated column. Do not report reading with tenths of a mile. Always include previous log form ending odometer reading or previous month's ending odometer reading in the top section.
 2. Maintenance/Other Expense– Attach legible copies of expense to Monthly Report Form.
 3. Customers are encouraged to report, either verbally at the time the vehicle is returned or by noting on the log, any minor problems observed. Such reporting will facilitate vehicle servicing.
- C. Penalty for Failure to Make Report. A person using any vehicle owned by a state agency for any purpose who fails to make and file a report for such use may result in loss of vehicle use privileges or may be subject to an audit by State OVFM

XI. **Accident Reporting.** The following procedures should be followed whenever a TTUHSC El Paso vehicle is involved in an accident, 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: name, addresses, phone numbers, license plate number, driver's license number, location, time, 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 and ask that they each complete a witness statement in the vehicle accident package (http://elpaso.ttuhs.edu/opp/_documents/76/op7634c.pdf). If there are no witnesses, make notes as accurately as possible and in complete detail. Draw any diagrams that may be helpful later. Take photos.
- E. Secure information required to complete the accident report and Accident Investigation form from HSCEP OP 76.34 found in the vehicle.
- 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, Collisions Involving University Vehicles, located at http://elpaso.ttuhs.edu/opp/_documents/76/op7634c.pdf. Copies of the Accident Report form

and instructions for completing the form will be available in each vehicle. Copies must be submitted to TTU System Office of Risk Management, Box 42003, TTU MS 2003, Lubbock, TX 79409-2003, Fax 806-742-3018, Phone 806-742-3020; and the respective TTUHSC El Paso OVM, Fleetelp@ttuhsc.edu.