

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Fleet Management

Policy Number: 16.11

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 7/28/2015

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do):

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Only minor organizational and wording changes.

Specific rationale for deletion of policy:

Additional Comments:

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Reviewers:

Ron Watson, Director of Physical Plant
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Fleet Management

Original Implementation: January 30, 2001

Last Revision: ~~July 28, 2015~~ July 24, 2018

Purpose

This policy affirms that the university ~~Stephen F. Austin State University (SFA)~~ has adopted ~~the~~ a Fleet Management Plan ~~mandated by House Bill 3125 of the 76th Texas Legislature~~. The fleet of vehicles owned and operated by SFA shall follow guidelines set forth by government and private sector fleet "best practices" intended to increase state use and efficiency, reduce maintenance, and reduce operating costs.

Definitions

SFA manager of transportation shall serve as **fleet manager** and reporting official and shall be responsible for observation and implementation of agency fleet management policies and procedures. Responsibilities of the fleet manager include; but are not limited to:; vehicle purchasing, replacement, and disposal;; vehicle maintenance and repair;; and vehicle assignment and use.

The Physical Plant Department transportation shop shall serve as the SFA **motor pool** and shall have responsibility for maintenance, repairs, records, and alternative fuel location for all campus vehicles. The fleet manager shall assign and meet with campus area coordinators to administer departmental vehicles and comply with reporting requirements of the state's Office of Vehicles ~~and Fleet Maintenance-Management (OVFM)~~.

General

The fleet manager shall develop vehicle-replacement criteria and shall notify a department when one of its vehicles meets the replacement criteria. Requests for vehicle replacements are the responsibility of each department and shall be considered during the annual budget process begun on a date following the date of notice.

Mandatory fueling requirements for SFA vehicles include use of state retail fuel contracts, self-service or central fueling facilities, use of regular unleaded gasoline, and use of alternative fuels (where appropriate).

The number of vehicles in the SFA fleet is capped at state approved levels. Replacements are subject to the departmental vehicle-replacement schedule. Exceptions will be considered for legislatively mandated program changes, federal program initiatives, or documented needs resulting from program growth or changes. The SFA president's approval is required for exceptions.

Fleet operations are subject to minimum use criteria, vehicle-operator training and driver certification requirements, vehicle-disposal procedures, preventive maintenance and warranty tracking, safety and accident reporting procedures, and standardized safety-inspection, and registration renewals.

Operators of university-owned vehicles are required by the Texas Government Code and university policy to report daily use of the vehicles. Failure to produce timely reports, as defined by fleet management procedures, may result in financial penalties or loss of university vehicle privileges.

Cross Reference: ~~State Office of Vehicle and Fleet Management Regulations; House Bill 3125, 76th Texas Legislature;~~ Tex. Gov't Code § 2171.101 et seq.; Rental of University Vehicles (16.23)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director Of Physical Plant

Forms: None

Board Committee Assignment: Building and Grounds