

## **Fleet Management**

**Original Implementation:** January 30, 2001

**Last Revision:** July 27, 2021

### **Purpose**

This policy affirms that the university has adopted a Fleet Management Plan. The fleet of vehicles owned and operated by Stephen F. Austin State University (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.

### **General**

The 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 Vehicle Fleet Management (OVFM).

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:** Office of Vehicle Fleet Management Regulations; 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 Committee

**Revision History:** July 24, 2018  
July 28, 2015  
July 17, 2012  
July 21, 2009