



Transportation Services

Purpose

This procedure establishes guidelines for rental of university owned vehicles in the university motor pool by qualified employees or students handling official university business in accordance with the State of Texas Vehicle Fleet Management Plan; maintenance and repair of university-owned vehicles; and affirms that the university has adopted a Fleet Management Plan in accordance with the State of Texas Vehicle 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.

Persons Affected

This policy applies to university employees and students who operate a university owned vehicle or who maintain a current and valid university driver certificate and university van certification, where applicable, to check out a university owned vehicle to operate for official university business.

Definitions

Motor Pool: A pool of university owned vehicles consisting of vehicles not assigned to field employees available for rent by qualifying university employees or students.

Vehicle Custodian: Individual employee listed on SFA property records, entrusted with the care and safekeeping of the vehicle, and responsible for submitting monthly mileage reports to the Physical Plant Department Transportation office.

Vehicle Designees: Individual or individuals (up to 2) named by the department head that may receive and submit property communications such as mileage logs, repairs, and preventative maintenance scheduling, on the department head's behalf, do not assume property responsibility in lieu of the department head, and may sign property documents on behalf of the department head.

Vehicle Equipment Managers: Department heads delegated as the "Property Manager" for his/her department.

Policy

Motor Pool Rental

In accordance with The State of Texas Vehicle Fleet Management Plan, the university shall form motor pools consisting of all vehicles not assigned to field employees. Motor pool vehicles shall be available for rental as needed and as available. Vehicles may be rented through the Physical



Plant Department Transportation Office. Vehicles shall only be rented out to university employees and students who maintain a current and valid university driver certificate and university van certification, where applicable, for the purpose of official university business. Vehicles shall only be rented out to university employees, departments, or organizations that have budgeted university funds that can be inter departmentally transferred. All vehicles, except road buses, are rented on a first-come, first-served basis. Those who rent university vehicles are responsible for adhering to all university policies and procedures related to the operation of university owned vehicles and property.

Passengers in university vehicles should normally be university employees or students traveling on university business. Passengers who are not university employees or students may be authorized to ride in university vehicles when their presence is consistent with university business or functions. University employees or students may have authorized guest(s) such as spouses or children accompany them while the university employee or student is traveling on university business provided:

- the non-university passenger does not interfere with the university business of the trip or cause any additional expense to the university;
- the department sponsoring the trip has been advised in advance of the trip that non-university passengers will be traveling in university vehicles;
- if the non-university passenger is a minor child, the parent is responsible for the child's actions and is responsible for ensuring that the child follows all safety policies and regulations including wearing seat belts or child restraints;
- non-university passengers will not be covered by university insurance for medical treatment, unless there is legal liability, which is covered by the general liability policy for university motor vehicles. Personal claims against the driver of another vehicle (non-university) for liability in any accident will be the responsibility of the non-university passenger. Passengers should carry personal medical insurance coverage in case of accident or emergency. The university does not assume liability for any passenger unless otherwise imposed under law. University employees may be covered by Workers' Compensation for injuries received on-the-job, otherwise, personal medical insurance or applicable legal liability would apply. See the safety website for additional information.

Road Bus Rental

University owned road buses provide transportation for university departments and groups. The guidelines in this section have been established to provide a fair and equitable manner for the scheduling of the buses and to generate sufficient revenue to pay for their operation and maintenance. A legally certified driver employed by the university Physical Plant Department will be provided. The use of the bus is limited to those destinations that may be reached by hard-surfaced roads.

Application for the use of a university road bus shall be made to the Director of Physical Plant or their designee. No reservation may be reassigned in whole or in part. The user may not delegate any control or responsibility to any other party without prior written approval of the Director of Physical Plant Department. Reservation and/or destination changes may not be able to be accommodated within 24 hours of departure. A completed itinerary must be submitted to the Physical Plant Department Transportation Office at least 48 hours before departure.



The following priorities for use have been established for road bus rental:

- Athletic purposes will be given the first priority;
- Activities scheduled at least a year in advance that require maximum utilization of the buses shall receive second priority;
- All other requests will then be considered. Where feasible, the use of the buses will be approved on a first-come, first-served basis. If simultaneous requests are received, then distance to be traveled and the number of passengers will be considered in determining priority. In cases of simultaneous requests when the number of passengers and distance are approximately the same, the trip providing the most benefit to Stephen F. Austin State University shall receive priority.
- Every effort will be made to provide fair and equitable scheduling of the road buses and to generate sufficient revenue to pay for their operation and maintenance.

University Shuttle Bus Rental

University-owned shuttle buses provide regular daily service on campus. Shuttle buses may be reserved for university business by university groups after hours and on weekends on a limited first come, first-served basis. Every effort will be made to provide fair and equitable scheduling of the shuttle buses and to generate sufficient revenue to pay for their operation and maintenance.

Breakdowns and Accidents

All accidents involving a university vehicle must be reported immediately to the appropriate law enforcement agency and the Physical Plant Department Transportation Office. Instructions for proper reporting and handling of accidents and breakdowns will be provided at the time of vehicle pick up and may also be found on the Physical Plant Department website.

In all cases in which a vehicle cannot be returned to the campus, the Physical Plant Transportation Department should be contacted during business hours or the University Police Department if during non-business hours. The manager of transportation must arrange all major repairs. Drivers involved in an accident will be required to submit to a drug and alcohol screening in accordance with SFA HOP 05-505 Drug and Alcohol Testing. Departments using fleet vehicles may be charged for damages as the result of accidents or from abusive use.

The Environmental Health, Safety and Risk Management Department will contact the insurance adjuster, provide appropriate information, and act as general liaison in the event of an accident. The university's insurance covers a driver's liability if he/she is an approved university driver operating the vehicle in an official capacity.

Charges

Rates are established to generate revenue to pay for the operation and maintenance of the rental vehicles. In addition, all expenses, including meals and lodging for the professional driver(s) provided are the responsibility of the renting department. Refer to the physical plant website for current rates.

Fuel is furnished as part of the rental price of the vehicle if purchased on fuel cards provided at



the time of the rental. Fuel purchases not using the provided fuel cards will be at the expense of the renting department. Any other purchases on the university fuel card are prohibited.

Special Provisions

All drivers of buses must have a Class B-CDL license with a 'passengers' endorsement and submit to Department of Transportation drug baseline and random testing.

No alcoholic beverages will be allowed in state vehicles.

In accordance with SFA HOP 05-517 Smoking, Vaping, and Use of Tobacco Products, smoking, vaping, and the use of tobacco products are prohibited in vehicles owned or leased by the university.

Texting while operating a vehicle owned or leased by the university is prohibited. Use of electronic devices while driving a vehicle owned or leased by the university is subject to the Physical Plant Department Procedures for Rental of University Vehicles.

The procedures may be accessed from the Physical Plant Department website.

Individuals may lose the privilege of using university vehicles if the vehicle(s) has been damaged during use or has been used in an unsafe or unauthorized manner.

8 and 12 Passenger Van Rental

All drivers of eight and 12 passenger vans must be licensed, SFA certified drivers with a van endorsement and be a minimum of 21 years of age. Exceptions to age limits for drivers may only be authorized by the Environmental Health, Safety and Risk Management Department. For safety, current 15 passenger vans have been reduced to a lower number of passengers by removing a seat. The University will no longer purchase 15 passenger, high gravity, vans. Drivers in an eight or 12 passenger van shall not drive over a maximum of 65 miles per hour speed limit. The driver and all passengers must wear a seat belt as recommended by the State Office of Risk Management.

Eight and 12 passenger vans with a short wheel base (140") and higher center of gravity (Ford, Chevy, Dodge) are limited to eight passengers including the driver with a maximum of 250 lbs. cargo/luggage. Twelve passenger vans with a longer wheel base (170") and a lower center of gravity (Freightliner Sprinters, etc.) may carry passengers and cargo loads in accordance with the manufacturer's specifications. All passenger vans rented from a non-university fleet (Hertz, Enterprise, etc.) must follow the limitations specified in this policy.

Cargo and/or luggage inside the van must be stacked no higher than the top of the van seats and should be placed forward of the rear axle. All cargo is prohibited on the roof. Cargo is defined as, but not limited to, boxes, bags, packs, equipment, etc. No trailer hitches may be installed on the vehicle. No towing of any kind is authorized.

Vehicle Repair and Maintenance



All repairs and maintenance performed on university owned vehicles shall be communicated and coordinated with Physical Plant Department Automotive Shop. All maintenance and repairs performed by outside vendors on university owned vehicles must be authorized by Physical Plant Department Automotive Shop prior to services being performed. Repair and maintenance of vehicles leased by the university shall be performed in accordance with the terms of the lease agreement.

Fleet Management

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.

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 university owned vehicles. University departments shall assign a vehicle custodian for its department to communicate with the fleet manager and/or designee and submit vehicle information required by the State of Texas Vehicle Fleet Management Plan. Departments utilizing university owned vehicles shall follow university procedures for vehicle mileage reporting. Failure to produce timely reports, as defined by fleet management procedures, may result in financial penalties or loss of university vehicle privileges.

Requests for vehicle replacements are the responsibility of each department and should 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 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.

Procedures

Reserving Motor Pool Vehicles, Shuttles, Road Busses

1. Completely fill out university vehicle request form and submit to Physical Plant Department Transportation Office.
2. Physical Plant Department Transportation Office will contact requestor to confirm availability of vehicle(s) and the reservation.
3. Reservations will NOT be booked until all information on the vehicle request form,



- including FOP, is received by Physical Plant Department Transportation Office.
4. Motor pool vehicles may be picked up and returned at Physical Plant Department Transportation Office on corner of E. Starr and University Dr.
 5. Details related to road bus or shuttle reservations should be coordinated with Physical Plant Department Transportation Office.

Vehicle Repair and Maintenance

Preventative Maintenance

- A. Department fleet vehicle custodians are notified by Physical Plant Department Automotive Shop that vehicles in their charge are to be delivered to the auto shop for an annual inspection and/or preventative maintenance.
- B. Department fleet vehicle custodians shall notify Physical Plant Department Automotive Shop if vehicle needs service ahead of annual inspection/preventative maintenance schedule.
- C. The auto shop will conduct a complete and thorough preventive maintenance inspection and make any repairs necessary.
- D. Expenses incurred for service on department owned vehicles will be charged to the department.

Service of Vehicles by Outside Vendors

- E. All maintenance and repairs performed by outside vendors on university owned vehicles must be authorized by the Physical Plant Department Automotive Shop prior to services being performed.
- F. Request for services to be performed by outside vendors should be made to Physical Plant Department Automotive Shop by email or with other appropriate written requests.
- G. Emergency repair requests may be made by telephone.
- H. After-hour repair emergencies must be routed through the University Police Department.
- I. It is the responsibility of the owning department to notify the Physical Plant Department Automotive Shop when emergency repairs are conducted and to provide a copy of the maintenance report and invoice/receipt.
- J. All repair information should be delivered to the Physical Plant Department Automotive Shop immediately to be documented in the Texas Fleet Management System.

Mileage Reporting

- A. Departments should establish its own guidelines for trip logging on the university vehicle use log in accordance with the State of Texas Vehicle Fleet Management Plan.
- B. University vehicle use log shall be submitted to the Physical Plant Department Transportation office no later than the 5th day of the month clearly documenting the following required information for the previous month:
 - a. License plate number
 - b. Month of reporting period
 - c. Year of reporting period
 - d. Department name
 - e. Previous month odometer reading



- f. Current end of the month odometer reading
- g. Fuel transaction information: gallons/cost per transaction

Related Statutes or Regulations, Rules, Policies, or Standards

Tex. Gov't Code § 2171.104

Texas State Vehicle Fleet Management Plan

SFA HOP 05-505 Drug and Alcohol Testing

SFA HOP 05-517 SFA policy Smoking, Vaping, and Use of Tobacco Products

Responsible Executive

Vice President for Finance and Administration

Forms

Vehicle Request Form

Vehicle Use Log

Revision History

September 1, 2023 (original)