

# **The University of North Texas Health Science Center at Fort Worth**

## **Vehicle Fleet Management Plan**

**of the**

**Facilities Management Department**



September 1, 2003

## Table of Contents

	<b>Page</b>
1. General Introduction	3
2. Vehicle Acquisition	4
3. Vehicle Use	5
4. Vehicle Disposal and Transfer	7
5. Vehicle Maintenance	7
6. Vehicle Retention	8
7. Vehicle Fuels	9
8. Alternative Fuel Vehicles	9
9. Motor Pool	10
10. Reporting	11
11. Driver Qualifications and Responsibilities	11
12. Vehicle Charges	13
13. Risk Management	14

Exhibit A: Vehicle Inventory as of February 1, 2004

Exhibit B: Vehicle Glove Box Documents Policies &  
Procedures

# 1. General Introduction

The University Of North Texas Health Science Center (UNTHSC) has made an investment in its vehicular equipment over the years. The 25 vehicle fleet represents an asset that is essential to the operation of the many and varied UNTHSC functions, most especially those of Facilities Management, Campus Police, Receiving and the Mail Room Department. Operating policies and procedures are established, disseminated and followed to maximize the service life of each vehicle.

Additionally, the State of Texas, by legislative act, has mandated, under House Bill 3125 of the 76<sup>th</sup> Legislature, that the Office of Vehicle Fleet Management (OVFM) of the Texas Building and Procurement Commission (TBPC), as directed by the State Council on Competitive Government (CCG), develop and implement a vehicle management plan to improve the administration and operation of vehicles statewide. The primary intention of the legislation is to minimize fleet capital and operating costs.

In September 2003, the Council adopted the current State Vehicle Fleet Management Plan which places certain requirements on all state agencies and institutions of higher education empowered, with executive approval, to make all fleet management decisions within OVFM guidelines, to include:

- a. vehicle purchasing decisions;
- b. vehicle replacement decisions;
- c. maintenance decisions;
- d. repair decisions;
- e. vehicle assignment and use decisions;
- f. disposal decisions; and
- g. review allegations of misuse of state vehicles.

This individual will also be the central point of contact with the OVFM and is responsible for reporting vehicle use data, responding to queries about the agency's fleet, preparing waiver requests, observing and enforcing UNTHSC and statewide fleet management policies and procedures, and conducting any other business with OVFM.

For the University of North Texas Health Science Center, the Fleet and Facilities Manager will serve as the Vehicle Fleet Manager endowed with the powers enumerated above.

## **2. Vehicle Acquisition**

### **A. Fleet Size**

Each year the Texas Building and Procurement Commission enters into contracts with vehicle manufacturers. UNTHSC is obligated to purchase its vehicles through these contracts through Purchasing or its delegated buyers (e.g. Facilities Management, Purchasing Office).

UNTHSC's fleet size was capped at its October 11, 2000 level of 33 but in 2003 the Texas Building and Procurement Commission lowered the cap to 25 (See Exhibit A). New vehicles may be purchased if their acquisition does not increase the overall size of the fleet, that is, if another vehicle in the fleet is surplus in the course of purchasing the new vehicle. (See exemptions to this requirement at 2.B and 2.C following). Exceptions to this policy can be made under the following conditions:

1. If new legislatively mandated programs are created or existing ones change such that one or more vehicles are needed to satisfy with the program requirements;
2. If UNTHCS receives grant funding for programs which require one or more vehicles to satisfy the grant terms and conditions;
3. If, due to new program initiatives or existing program growth, transportation requirements change such that a new vehicle(s) is necessary;
4. If, due to enrollment growth, new program initiatives, or factors mentioned above, new staff are added to the work unit necessitating the acquisition of a new vehicle(s).

When any of the above conditions exist, the appropriate Director, Dean or administrative head, with the approval of the appropriate Vice-President, may make a request to the UNTHSC Fleet Manager to add a vehicle(s) without identified replacement(s). Each such request must be accompanied by sufficient documentation to justify the purchase. The UNTHSC Fleet Manager will in turn file the appropriate paperwork with the OVFM to formally request a waiver.

## **B. Funding Source**

Vehicles purchased with **appropriated funds or non-appropriated funds** are subject to the fleet size requirement and waiver procedures above. Nevertheless, ALL vehicles, regardless of the funding source used to acquire them, are subject to the reporting requirements addressed later in this document under section # 10. Additionally, all vehicles received into the fleet are subject to parameters outlined by D.O.E. EP Act Report in accordance with Section 490.505 of the Alternative Fuel Transportation Program (10 CFR Part 490).

## **C. Law Enforcement, Emergency and Safety Vehicles**

Vehicles used for law enforcement, emergency, safety purposes, research purposes, heavy equipment including tractors, bulldozers and highway construction and maintenance equipment, non-licensed utility purpose vehicles such as golf carts and fork lifts; and wrecked vehicles are required to adhere to data collection and reporting requirements covered in section # 10 of this document, but are **exempt** from the vehicle acquisition procedures discussed above.

## **D. Commissioning Procedure**

Newly acquired vehicles are delivered to Central Receiving. After being reviewed by Central's staff to determine the vehicle meets the purchase specifications and has been delivered in good condition, it is transferred to Facilities Management office. There it is equipped with a fire extinguisher, assigned a number for identification purposes, checked to be sure it is mechanically ready to be placed into service, added to the UNTHSC fleet data base, equipped with a mileage log, stickered, and decaled. The department which purchased the vehicle is then contacted and asked to pick the vehicle up.

## **3. Vehicle Use**

To be added to or retained in the UNTHSC's vehicle fleet, each vehicle must meet certain use criteria. Infrequently used vehicles are expensive to retain on a per mile basis and often times alternative ways of providing transportation that are less costly can be found, thus saving the UNTHSC valuable resources by eliminating infrequently used vehicles. Vehicles within the current UNTHSC fleet that do not meet the use criteria below may be designated as "**excess**" and subject to disposal from the fleet by August 31, 2001. After an initial review to determine if excess vehicles reside in the UNTHSC fleet, any "excess" vehicles discovered will be subject to disposal.

The OVFM has established minimum use criteria as follows:

- 2,750 miles every three months;
- 5,500 miles every six months; and
- 11,000 miles annually

***Exceptions: Vehicles with a manufacturer's Gross Vehicle Weight Rating Of more than 8,600 pounds; Law enforcement vehicles; Vehicles purchased with federal or local funds; and Vehicles granted approved waivers by OVFM.***

Based upon mileage data supplied by the UNTHSC Fleet Manager to OVFM, UNTHSC will receive a report on or about October 30, 2001, and after, which identifies those vehicles that do not meet the above use criteria. At that point, UNTHSC will have 30 days to submit written justification for retaining those vehicle(s) even though they do not meet the criteria. Acceptable justification could include:

- The vehicle is essential to the UNTHSC's mission
- The vehicle is limited to campus use only
- Keeping the vehicle is a least cost alternative to provide the needed transportation provided by that vehicle
- Other

OVFM will provide waivers for specific time periods, or for the lifetime of the vehicle if it is determined to be so unique in its function or design that UNTHSC is not able to use it for any other purpose or to rotate it within its fleet. If the waiver request is denied, UNTHSC will have 6 months to increase the vehicle's use to the level required in the criteria above, or sell the vehicle and deposit the proceeds into the account which originally paid for the vehicle.

#### **4. Vehicle Disposal and Transfer**

##### **A. Disposal**

Vehicles are disposed of typically for either of three reasons. First, because they were determined to be "excess" by OVFM thus requiring the UNTHSC to dispose of them. Secondly, because they are no longer serviceable, or thirdly because they are too costly to maintain or perhaps require new parts that cannot be found.

In the first instance, the OVFM will make formal contact with the UNTHSC informing us that one or more vehicles in our fleet are excess. It will be the UNTHSC's decision as to which vehicle(s) to dispose of. In this case, the disposed of vehicle(s) is not replaceable as the fleet size must be reduced through this action. The vehicle(s) to be disposed of will be surplus through Purchasing and Payment Services following current procedures. The University must certify

successful disposal of the excess vehicle(s) to OVFM within 6 months from the date OVFM notifies the University that a vehicle is “excess.”

In the latter cases, no change in procedure is proposed. A disposed of vehicle may be replaced by a new vehicle and be within OVFM guidelines since the overall size of the fleet did not increase.

All surplus vehicle’s accountability is transferred to UNTHSC’s Redistribution/Surplus account for determination of disposal.

SPA Disposal methods used: 08 Surplus Property Acquired by Political Subdivision, Donation documentation maintained by Property Control; 09 Surplus Property Acquired by Assistance Organization Donation documentation maintained by Property Control, 10 Surplus Sold – Sealed Bid – Surplus sold through sealed bid, seal bid documentation maintained by Property Control, 12 Surplus Sold – Auction – Surplus sold at auction, Auction final sale documentation maintained by Property Control.

Disposal method is entered in the State Property Accounting system for removal from inventory. The vehicle is removed from inventory on Fleet Management and UNTHSC’s inventory system.

## **B. Transfer**

Occasionally vehicle needs and vehicle availability changes across campus. When circumstances dictate that a vehicle be transferred from one department to another, standing procedures for effecting this transaction remain in place. It will be the UNT Fleet Manager’s responsibility to note the transfer in the official database from which OVFM reports are drawn.

## **5. Vehicle Maintenance**

UNTHSC Facilities Management will follow those maintenance practices that maximize vehicle life and minimize down time. These maintenance procedures include, but are not limited to, the following:

- A. Each vehicle will have its oil changed every 3,000 miles or 12 months, whichever comes first.
- B. Every vehicle will be inspected once annually to meet state inspection requirements. At this time, fluid levels, refrigerant levels, braking systems, air and fuel filters, wiper blades, tire wear and air pressure, hydraulic equipment, and various other moving components that are subject to wear and tear and occasional replacement will be inspected, documented in the Garage Fleet Management Computer System, and replaced as needed.
- C. Facilities Management will contact each vehicle user at the beginning of the month that their vehicle is scheduled for inspection through memo or e-mail. Users will be required to make their vehicle available that month. Facilities Management will provide loaner vehicles if needed and if available.
- D. The Facilities Management Department shall provide a ready stock of the most frequently used parts and supplies on site so that recurring repairs and maintenance can be performed on a timely basis.
- E. The Fleet Mechanic shall clean vehicles weekly.

## 6. Vehicle Retention

The following OVFM guidelines provide minimum replacement goals for routine vehicle replacement. Attainment of these goals should minimize fleet capital and operating costs.

As a general rule, vehicles should be replaced when they reach 6 years (72 months) of service, or 100,000 miles, whichever occurs 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 or low annual mileage). The UNTHSC Fleet Manager will determine when a vehicle should be released on a case-by-case basis using the following guidelines as a starting point.

Vehicle Type	Purpose	Replacement Goals	
		Age	Mileage
Sedans and wagons	Staff or client transport	6 yrs	90,000 miles
Light trucks and Sport utility vehicles	Basic transport, light hauling	6 years	100,000 miles
Passenger vans	Staff or client transport	6 years	100,000 miles
Cargo vans	Cargo hauling	8 years	100,000 miles



Specialized equipment, such as backhoes, dump trucks, and forklifts, do not fall under any of the above categories. Such equipment may be considered for replacement according to other criteria, such as hours of service, obsolescence, availability of parts, cost to maintain, etc.

## **7. Vehicle Fuels**

A statewide contract for retail fuel dispensing services was established in 1995. This contract remains in place and UNTHSC is required to use the contract vendor Voyager. Where possible, fuel cards will be issued for specific vehicles rather than for individual drivers. When utilizing these cards at retail stations, only the fuel available at the **self-serve** islands is to be purchased unless self-service is not available or the driver is encountering an emergency situation and must purchase fuel where there are no self serve islands. Also, unless specifically prohibited by manufacturer warranty or recommendations, all UNTHSC vehicles operating on gasoline shall use **regular unleaded fuel**.

## **8. Alternative Fuel Vehicles**

In early 1990 certain GSC (TBPC) rules (1 TAC 125.61 – 125.67) were passed which put into effect an alternative fuels program for state vehicles. Under this program the state hoped to reduce vehicle emissions and fuel costs incurred by state-owned vehicles across Texas. The alternative fuels to gasoline that were contained in the program included compressed natural gas, liquified petroleum gas, propane, methanol and electricity.

State vehicles are subjected to a life cycle cost benefit analysis to determine which, if any vehicles, are required to be converted to bi-fuel capability or dedicated alternative fuel use. If the analysis reveals that it is cost effective for a vehicle to be converted, the agency or institution is obligated to convert the vehicle. If the analysis reveals the opposite, the agency or institution may apply for a “B-2 waiver” of the GSC (TBPC) which, if granted, waives the alternative fuel requirement for 24 months at which time a new analysis must be performed and the results evaluated.

In UNTHSC’s case, a total of twelve vehicles have been converted to bi-fuel capability. The alternative fuel chosen by UNTHSC was propane.

It is the responsibility of the UNTHSC Fleet Manager to be certain that all vehicles in the fleet that have received a B-2 waiver in the past are subjected to the life cycle cost benefit analysis on a timely basis while the waiver is in effect, and to see that all newly acquired vehicles are subjected to the same analysis to determine whether alternative fuel equipment is required for that vehicle. This

requirement pertains to vehicles purchased with appropriated or non-appropriated funds.

## **9. Motor Pool**

The use of motor pools, whether for individual institutions or consolidated efforts among two or more state institutions, is encouraged to increase vehicle use and to improve the efficiency of the state fleet. Institutions shall utilize pools over other ways of providing occasional transportation, such as through vehicle rental or employee reimbursement of personal vehicles, except in the case where pool vehicles are unavailable, unreliable, or there is a more cost-effective alternative to the pool approach.

UNTHSC utilizes the motor pool concept on two levels. First, a specific group of 3 vehicles, consisting presently of two 15-passenger vans and one 7 passenger van, comprises the Facilities Management Motor Pool. Any qualified employee or student may rent these vehicles for official University business. In such cases, the driver(s), if not already included on the list of approved (i.e., insured and certified) drivers, is added in advance of taking the vehicle from the Facilities Management complex. Users are responsible for fueling the vehicle if needed using a voyager gas card provided by Facilities Management.

Secondly, certain departments within the University have purchased a group of vehicles over the years for the use of their respective staffs. The largest groups include Facilities Management (17 vehicles), and Campus Police (7 vehicles).

In the case of Facilities Management the vehicles tend to be used by the same individuals daily because of the tools, supplies and working materials that are stored in them, but they are interchangeable within the organizational unit and are assigned at the work unit level, not the individual level. Police vehicles are exempt from the requirement that vehicles not be assigned to individuals.

OVFM guidelines preclude the assignment of a vehicle to an individual administrator or executive on a regular or daily basis without written documentation that the assignment is critical to the mission of the agency or institution. When vehicles are assigned to an individual, the Fleet Manager shall report the following information to OVFM no later than February 28, 2001 and thereafter as assignments occur:

- Vehicle identification number, license plate number, year, make and model.
- Name and position of the individual to whom it is assigned (except law enforcement officers when this reporting could jeopardize the individual's security); and

- The reason the assignment is critical to the mission of the institution.

## 10. Reporting

The OVFM has mandated that a uniform, web-based reporting system be utilized by each agency and institution that owns vehicles to assist in its management of the fleet on a statewide basis. Accordingly, the University will report specified data to OVFM on a periodic basis as follows:

<b>Reporting Period</b>	<b>Due Dates</b>
March 1, 2001 through May 31, 2001	June 30, 2001
June 1, 2001 through June 30, 2001	July 31, 2001
July 1, 2001 through July 31, 2001	August 31, 2001
Will continue on a monthly basis	Last day of the month for the previous month's data.

Through survey work done earlier, OVFM has identified the data elements that each institution will be required to report.

## 11. Driver's Qualifications and Responsibilities

### A. Eligibility

With regard to those vehicles assigned to work units, the faculty, staff and student drivers must meet the following requirements before driving a University vehicle:

1. They must have a valid drivers license;
2. Be 18 years of age or older;
3. Be insurable under the University's liability insurance policy;
4. Must demonstrate safe driving practices while operating a University vehicle.

### B. Operating Guidelines

1. Drivers and passengers must wear safety belts when operating a UNTHSC vehicle.
2. Drivers must comply with traffic safety laws when driving a UNTHSC vehicle.
3. Only authorized and eligible drivers shall drive University vehicles.
4. No smoking, alcohol, or illegal substances are allowed in any UNTHSC vehicle.

5. The drivers shall acquaint themselves with the procedures to follow in the event of a malfunction or accident as detailed in the glove box of the vehicle. (See Exhibit B)
6. Non-student drivers who drive UNTHSC vehicles on a daily basis shall take the defensive driving course offered at UNT or by some other professional service in order to drive a University vehicle. The defensive driving course must be taken once in each three-year period during an employee's tenure of employment.
7. The driver shall adequately secure the vehicle during off hours by parking it in a secured area if possible, or in a well-lit area if not, shall lock all doors and roll up all windows, and place the keys in a safe location where those who are not authorized to drive would not be able to obtain them.
8. Each driver shall fill out the mileage log provided to them on a daily basis and turn it in to Facilities Management within 3 days following the end of a month.
9. Each driver shall be responsible for purchasing fuel as needed and for making appropriate entries in the mileage log of same.
10. Each driver shall make his vehicle available to Facilities Management in the month vehicle inspection work, oil change, or other service is due once notified by Facilities Management..
11. If the driver is involved in an accident, he/she shall first take steps to insure the safety of himself and all occupants. The driver shall secure a police report for all accidents and present it to Facilities Management at the earliest possible moment on the same day if possible. If possible, the driver shall contact Facilities Management immediately or as soon as possible if the accident occurs off campus at the phone number provided in the vehicle. The driver shall obtain the name of the other driver(s) involved in the accident and shall not admit guilt. See further directions under Exhibit B.
12. If the driver violates traffic law and is cited for this offense, the driver shall be personally liable for payment of any fine that may come due as a result and shall pay said fine on or before the due date.
13. Driver must not use vehicle for personal use, the vehicle is to be used for official state business only.
14. Employee use of personal vehicle for State business will be reimbursed at the current mileage rate.

## **12. Vehicle Charges**

### **A. Repairs**

Facilities Management shall provide written estimates of the costs to be incurred in making the necessary repairs and maintenance at the time a vehicle is presented for the work to be done, as well as an estimate of the

day and time the vehicle will be ready to be placed back into service.

#### **B. Fuel**

Vehicle users will be responsible for purchasing fuel for their vehicles. If fuel is purchased. If fuel is purchased off-campus through use of the Voyager card, fuel charges will be billed internally to the user once the fuel invoice has been received and processed.

#### **C. Accidents**

If the driver of a UNTHSC vehicle is involved in an accident and it is determined that he/she is at fault, the employing department shall be responsible for the cost of making the needed repairs to the vehicle, or for the fair market value of the vehicle should it be irreparable. The employing department will be charged by Facilities Management. The costs involved in repairing the damage to the other parties' vehicle(s) and/or property is covered by the UNTHSC liability policy.

#### **D. Vehicle Registration**

State vehicles that are licensed as such are exempt from vehicle registration fees..

### **13. Risk Management**

#### **A. Insurance**

The UNTHSC shall maintain liability insurance coverage on all of its vehicles to protect individuals and property other than UNTHSC vehicles which may be damaged in the event of an accident. The Facilities Management Department shall be responsible for obtaining the coverage and administering the policy provisions. Additionally, all motor pool vehicles shall have full coverage insurance protection purchased for the time a vehicle is in use through Facilities Management.

The Fleet Technician provides a list of all vehicles each September along with other information as needed to properly charge the vehicle users for their insurance premiums.

Drivers shall promptly report all accidents involving UNTHSC vehicles to Facilities Management and provide all detailed information as may be needed for claims handling or other purposes.

**B. Warranty tracking**

When new vehicles are purchased, Facilities Management shall be responsible for identifying all provisions of any warranties that are purchased with the new vehicles and for maintaining all pertinent information in its in-house computer system to facilitate the exercise of any warranties when repairs are needed. The system shall make it easy for automotive mechanics to determine readily if a malfunctioning part or component is still under warranty so that appropriate action can be taken within the time constraints of the warranty to have the part or component replaced by the manufacturer.

**C. Annual Physical Inventory**

As required by Texas statute, a complete physical inventory of the entire vehicle fleet will be performed at least once annually in cooperation with the Property Control office. If any vehicles are not accounted for or if abuse or abnormal wear is noted during the taking of the inventory, the Inventory Control Office shall notify the Vehicle Fleet Manager in writing for appropriate investigation and follow-up.