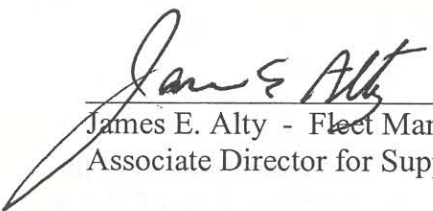


University of Texas at Austin

Vehicle Fleet Management Plan

(February 28, 2004)



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Date

PURPOSE

The purpose of the University of Texas at Austin's Vehicle Fleet Management Plan (Plan) is to implement provisions of House Bill 3125, Acts 76th Legislature, which mandate the Office of Vehicle Fleet Management (OVFM) of the Texas Building & Procurement Commission (TBPC) to develop a management plan for the state fleet. Additionally, this Plan formally establishes fleet policies and procedures required to increase vehicle use, reduce fleet maintenance expense, and improve the overall operating efficiency of the University's fleet.

REVIEW

The Director of Physical Plant will review this Plan on June 1 of each odd numbered year and forward any recommendations for change to the Vice President for Employee and Campus Services. The Plan may be reviewed at other times, as required by OVFM, with recommendations for change forwarded to the Vice President for Employee and Campus Services.

POLICY/PROCEDURE

1. Definitions

- a. CCG – Texas Council on Competitive Government.
- b. Field Employee – An employee whose regular duties require work in various locations and who regularly requires a vehicle for ongoing daily activities.
- c. Fleet Manager – A person, designated by the University of Texas at Austin, responsible for planning, directing, managing, coordinating and supervising programs for the acquisition, assignment, utilization, maintenance, repair, replacement and disposal of fleet vehicles. This person also serves as the primary contact with the State Office of Vehicle Fleet Management.
- d. TBPC – Texas Building & Procurement Commission.
- e. Handbook of Operating Procedures - A handbook that provides a compilation of the various rules and regulations which pertain specifically to the University of Texas at Austin.

- f. Institutional Funds – The Education Code in Section 51.009 defines "institutional funds" as all funds collected at the institution that are not "educational and general funds." Institutional funds are recorded in the following University fund groups: Designated Funds (including Service Departments), Auxiliary Enterprise Funds, Restricted Funds, and Unexpended Plant Funds. (see State Funds).
- g. Office of the Controller - University of Texas at Austin office that provides high level administrative and financial analysis support for senior level management.
- h. OFVM - TBPC's Office of Vehicle Fleet Management.
- i. Plan - University of Texas at Austin Vehicle Fleet Management Plan.
- j. Poolable Vehicle – A light duty vehicle (car, van, station wagon, or pickup with a GVW under 8,601 pounds), not assigned to a field employee or law enforcement/emergency service, suitable for providing basic transportation for any authorized driver.
- k. State Funds – Funds derived through the state appropriation process. (see Institutional Funds).
- l. University - University of Texas at Austin.
- m. UTOVFM - University of Texas at Austin Office of Vehicle Fleet Management.
- n. Vehicle Custodian – The person identified on property inventory records as property custodian for a particular department. A dean, chairperson, department head or director usually occupies this position.
- o. Vehicle Coordinator - A person appointed by the vehicle custodian to coordinate all vehicle use reports, purchases, transfers and deletions. This person serves as primary contact between an individual department and the University's vehicle fleet manager. A vehicle Coordinator may be assisted by Vehicle Contacts currently assigned for all University vehicle.
- p. Vehicle Operator – A person authorized by the University, in writing, to drive University vehicles while on official business.
- q. Vice President for Employee and Campus Services – The University of Texas at Austin executive level approval authority for fleet transactions.

2. Personal Use/Misuse

As required by state law, fleet vehicles may only be used to conduct official University business. Under no circumstances may a University owned/leased vehicle be used for personal convenience or to conduct private business.

3. Vehicle Use and Driver Authorization

A University vehicle may only be driven to accomplish a specific purpose or task as authorized by the appropriate vehicle custodian. If a University owned vehicle is not available; the University, at its option, may provide an alternative form of transportation or reimburse an employee for the use of a personally owned vehicle.

Authority to drive a vehicle is restricted to faculty, staff and students conducting official business for the University. Use is limited to accomplishing academic, research and/or administrative responsibilities of the department involved.

To become an authorized driver, a vehicle operator must possess a valid Texas Vehicle Operator's License and be added to the approved drivers list maintained by the Controller's Office. Before being placed on the approved drivers list, the Controller's Office will verify an employee's driving record through the Texas Department of Public Safety. The Controller's Office is also responsible for conducting an annual driving records check on all approved drivers and providing each vehicle custodian with a document confirming their drivers' status as authorized or unauthorized. A copy of all correspondence and documentation will be forwarded to the vehicle fleet manager.

All traffic citations issued to the driver of a University vehicle must be reported to their supervisor. If an authorized driver is convicted of a traffic violation that results in the loss of their Texas Vehicle Operator's License, the driver must notify their supervisor that they have lost their license and are no longer eligible to drive a University vehicle. Failure to comply with this requirement may result in disciplinary action up to and including termination. Additionally, if the employee's position requires a valid license, failure to maintain a good driving record may result in disciplinary action up to and including termination.

To legally operate some heavy duty University vehicles, state law requires the driver to possess a valid commercial driver's license. Vehicle operators, when driving heavy-duty

vehicles, are subject to the provisions of the federally mandated program of Drug and Alcohol Testing for Safety Sensitive Positions Requiring a Commercial Driver's License. Failure to comply with the provisions of this program may result in the loss of authorized driver status and disciplinary action up to and including termination.

4. Operator Rules of Conduct

While driving a University vehicle, employees are engaged in an activity that represents the University to the general public. For many citizens this activity represents the only contact they will ever have with a University employee. Therefore, all authorized drivers are reminded how important it is to convey a positive, professional image. To help accomplish this important task in a responsible manner, drivers are expected to know and comply with all applicable state laws and University policies. Failure to comply with the provisions of this section may result in the loss of authorized driver status and disciplinary action up to and including termination.

5. Vehicle Use Reports

- a. State law requires each driver of a state-owned vehicle to complete a daily report of use on the Monthly Vehicle Use Report form.
- b. The report must show the number of trips, purpose for which the vehicle was used, miles traveled, amount and type of fuel purchased, oil added, passengers carried, and other information as may be required to provide a record of vehicle use and maintenance performed. Receipts for any vehicle purchases made, by the driver, from private sector vendors must be itemized and attached to the Monthly Vehicle Use Report form. The vehicle custodian is responsible for reporting these transactions, in the manner prescribed by the University, to the Fleet Manager.
- c. If the vehicle is used by more than one operator during the day, each operator must enter his or her name into the report. If more than one page is required per month, a continuation page may be used.
- d. After the close of the reporting period, the vehicle custodian will review the report for accuracy and sign in the designated space. Then, the completed report will be sent to the University's Vehicle Fleet Manager. This report must be submitted no later than

the fifth day of the following month.

6. Accidents and Accident Reporting

Accidents must be reported to the Office of the Controller within 24 hours of occurrence. The vehicle custodian is responsible for completing the appropriate report forms and forwarding them according to instructions issued by the Office of the Controller. Because these instructions are updated annually, the vehicle custodian is responsible for following instructions that are in effect at the time of the accident. On an annual basis, the vehicle custodian is responsible for making sure all vehicle operators receive training on the University's practices and procedures that relate to accidents, accident prevention, behavior at the scene of an accident, supervisory notification and required documentation.

Any vehicle involved in an accident should receive a safety inspection before being returned to service. If the vehicle appears safe to drive, it should be driven to the vehicle shop on Manor Road or the shop at the Pickle Research Campus. If a wrecker is required to transport the vehicle, contact either shop and the staff will make the necessary arrangements. Upon delivery of the vehicle, shop staff will do everything possible to expedite the safety inspection and any required repairs so the vehicle may be returned to service as rapidly as possible.

When a University vehicle is damaged by a third party, the Fleet Manager will act as the University's liaison between the owning department, the third party and/or their insurance company. The Fleet Manager will be responsible for filing and securing any vehicle damage repair settlement (not to be confused with a personal injury claim or settlement), and making sure all repairs are completed in accordance with accepted industry standards and to the satisfaction of the owning department.

7. Travel Outside The Continental U. S.

Anyone planning to travel outside the United States in a University vehicle must contact the Controller's Office to secure proper insurance coverage and for other instructions related to Out-of-Country Use of a University Vehicle.

8. Vehicle Security

a. The security of University vehicles and their contents is the responsibility of the

operator. Vehicles, when left unattended, must have the keys removed from the ignition, the hand brake set and the vehicle locked.

- b. Vehicles, that become disabled on the road, will be secured with all possible precautions taken to prevent theft or vandalism. In the event a vehicle cannot be secured in its present location, the driver will have the vehicle towed to a facility where it can be secured until assistance arrives. Under no circumstances should a vehicle be left along a highway or in any area where vandalism would be easily accomplished.

9. Motor Vehicle Procurement

All established University procurement and inventory practices and procedures apply to the procurement of vehicles. Properly prepared purchase orders are processed through the Purchasing Office. New vehicles will be received and processed by Fleet Management Services. Requests for the sale or disposal of a vehicle are authorized and processed by the Office of the Controller. But, as noted in this Plan, these requests must be accompanied by a letter from the Vice President for Employee and Campus Services authorizing the request and indicating compliance with OVFM's State Vehicle Fleet Management Plan.

10. Transfers/Deletions

Vehicles may be transferred from one agency to another or from one department to another within the University System with the approval of the Office of the Controller. Transfer vehicles must be in sound mechanical condition and not increase the receiving agency's or department's vehicle inventory unless documented approval is obtained from OVFM.

Additionally, any University vehicle to be transferred or deleted from the inventory must comply with established property management and inventory control procedures. The transferring department will provide a fully executed copy of applicable documentation to the University's Vehicle Fleet Manager.

11. Vehicle Purchases and Fleet Size

Replacement vehicles may be purchased, on a one-for-one basis, without applying for a waiver from the Texas Building and Procurement Commission's Office of Vehicle Fleet Management. Furthermore, the University will not replace donated vehicles using appropriated funds without OVFM approval.

The University will not increase the size of the vehicle fleet purchased with appropriated funds except in the case of legislatively mandated program changes, federal program initiatives or documented need resulting from program growth. Pursuant to the State Vehicle Fleet Management Plan, law enforcement vehicles and vehicles purchased with institutional funds will not be used in the calculation of the University's fleet size.

The University's Vehicle Fleet Manager must provide the Texas Building & Procurement Commission's Office of Vehicle Fleet Management with written notification of all vehicle replacements. The notification will include the following information for both the new vehicle and the vehicle that is being replaced: vehicle identification number, license plate number, year, make and model.

12. Titles and Registration

All original vehicle titles and registration receipts will be acquired and maintained by the Office of the Controller.

13. Preventive Maintenance

All University vehicles will be maintained using a preventive maintenance schedule for that type vehicle. All university vehicles must display a current State Safety Inspection sticker and any other decals required by law or the University. Under no circumstances will a University vehicle be placed in active service unless it is in good operating condition.

The University's Fleet Manager is responsible for overseeing a preventive maintenance program that provides written notice to vehicle custodians when preventive maintenance is due. Failure to comply with preventive maintenance notices could result in losing the privilege to maintain the vehicle on the department's inventory.

14. Operator Maintenance Checks

a. Drivers are responsible for inspecting their vehicle before and after operation. Any

defect discovered during these inspections or while driving should be noted and reported to the vehicle coordinator at the end of the day. Any deficiency that would cause further damage to the vehicle, render it unsafe, or present a hazard should be reported immediately. The vehicle should not be driven until necessary repairs are completed.

- b. At a minimum, the following checks should be accomplished on a weekly basis: tire condition and pressure, leaks (any kind), engine oil level, all belts, all hoses, radiator coolant level, battery fluid level, hydraulic oil level, transmission oil level, lights/signals, fuel, windshield washer fluid level, valid state inspection certification, license plates front and rear, the complete University inscription on both sides of the vehicle and any other decals required by the University or owning department.

On a daily basis, with engine started, the driver should check: all gauges, brakes before moving, windshield wipers and horn.

- c. While completing the daily checks, the driver should make sure the interior and exterior of the vehicle clean. Vehicles should be washed as necessary to maintain a professional appearance.

Proper completion of these operational checks will reduce unnecessary breakdowns and/or damage to the vehicle. Failure to comply with the provisions of this section may result in the loss of authorized driver status and disciplinary action up to and including termination.

15. Vehicle Replacement Criteria

- a. The following guidelines provide minimum replacement goals for the routine replacement of vehicles within the University fleet. Attainment of these goals should help minimize fleet capital and operating costs.

Vehicle Type	Purpose	Replacement Goals Age or Mileage	
Sedans and wagons	Staff or client transport	6 years	90,000 miles
Light trucks and SUV's (8600 GVWR or below)	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
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- b. Most vehicles should be replaced when they reach 6 years (72 months) of service or 100,000 miles, whichever comes 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).
- c. Specialized equipment may not fall under any of the above categories and may need to be considered for replacement according to other criteria, such as hours in service. The fleet custodian should contact the Fleet Manager for assistance in developing and establishing special replacement criteria.
- d. Additional criteria will include the department's compliance with the vehicle preventive maintenance program, vehicle appearance and timely submission of required monthly reports.
- e. University departments should consider programming their vehicle replacement schedules in accordance with these goals and work to identify an adequate source of funds.
- f. The number of vehicles owned by the University is frozen or set at the inventory level of record on August 31, 2000. Replacement vehicles may be purchased on a one-for-one basis with one vehicle being disposed of for every vehicle purchased. Additions to the number of vehicles owned will only be made for legislatively mandated program changes, federal program initiatives or a well documented need resulting from program growth or changes.
- g. University policies are intended to ensure that each vehicle is maintained and operated in a safe and economical condition. If the University's Fleet Manager determines that a vehicle is no longer safe to drive or is cost prohibitive to repair, the vehicle custodian will be notified that the vehicle should be removed from service and/or replaced.
- h. Vehicle replacement criteria do not apply to the following:
 - (1) law enforcement vehicles, including pursuit vehicles;
 - (2) emergency vehicles and vehicles used for safety purposes;
 - (3) vehicles used for vehicle research purposes, such as crash tests;

- (4) heavy equipment, including tractors, bulldozers and highway construction and maintenance equipment;
- (5) non-licensed utility purpose vehicles such as “mules,” “gators,” or golf-carts and forklifts; and
- (6) wrecked vehicles.

16. Minimum Use Criteria

- a. The State of Texas Vehicle Fleet Management Plan provides the following utilization criteria:

Period	Quarterly Mileage	Annual Mileage
Sept. 1 – Aug. 31	2,750 miles every 3 months	11,000 miles

- b. The only exemptions to the minimum use criteria are:
 - (1) vehicles with a manufacturer’s gross vehicle weight rating (GVWR) of more than 8,600 pounds;
 - (2) law enforcement vehicles;
 - (3) vehicles purchased with local funds or vehicles purchased with federal funds for specific federal projects;
 - (4) service vehicles operated under waivers granted by OVFM.
- c. Beginning October 30, 2001, the State Office of Vehicle Fleet Management will distribute an agency-specific report (based on fleet data) identifying vehicles that have accumulated less than the minimum mileage for the past three months of operation. As noted in the table above, the minimum mileage criteria will be increased over a three-year period.
 - (1) Upon receipt of the report, the University’s Fleet Manager will notify the affected department.
 - (2) Should a department wish to apply for a waiver from the minimum utilization

requirement, that department's vehicle custodian will have 20 days, from the report date, to submit required justification. Justification letters should be forwarded to the Fleet Manager for processing with OVFM. The types of justification information that may be submitted include but, are not limited to:

- (a) how does the vehicle help accomplish the mission of the agency;
 - (b) what services are provided with the vehicle;
 - (c) what is the core function of the vehicle and how does this relate to the core function of the University;
 - (d) if the vehicle is campus-based or used locally, how many trips per day or days per month is the vehicle used;
 - (e) how many passengers per month are carried; and
 - (f) what is the cost to rent or lease a comparable vehicle for the same number of days or trips compared to the cost of ownership.
- (3) Upon receipt of documentation from the effected department, the University's Fleet Manager will review the documents for compliance with OVFM's requirements and attach a recommendation for approval or disapproval. Then the departmental request and Fleet Manager's recommendation will be forwarded through the Director of Physical Plant to the Vice President for Employee and Campus Services for final approval and submission to OVFM. These documents must be submitted, no later than 30 days from the original report date, to the State Office of Vehicle Fleet Management for their review and consideration.
- (4) After completing their review, OVFM will provide one of the following responses:
- (a) If OVFM does not agree with the University's justification, they will provide the University and Council on Competitive Government with written documentation identifying the specific vehicle and reason for the waiver denial.

The University will have six months from the notification date to increase that vehicle's use so that it meets the minimum mileage criteria in effect at that time.

If at the end of this six-month period, the vehicle in question still does not

meet the minimum mileage criteria, the OVFM will identify the vehicle as excess and notify both the University and Council on Competitive Government. Vehicles identified as excess will be prepared and assigned for sale, through the University's Surplus Property department, at the next public auction.

Funds from the sale of these vehicles will be deposited in the individual departmental accounts used to originally purchase that vehicle.

- (b) OVFM may provide waivers for specified time periods for individual vehicles based on their agreement and acceptance of the justification submitted by the University. No waivers will be granted for vehicles designated as poolable that do not meet the minimum use criteria.
- (c) The Texas Building and Procurement Commission's Office of Vehicle Fleet Management may grant a lifetime waiver to a vehicle that is deemed so unique in its function or design that the University is unable to use that vehicle for any other purpose or to rotate the vehicle within the fleet.

17. Departmental Vehicle Coordinators

All vehicle custodians (department heads/directors/deans/chairpersons) are responsible for establishing at least one vehicle coordinator within their areas of responsibility. The name and contact information for the vehicle coordinator must be provided to the University's Fleet Manager. The vehicle coordinator will be the main departmental contact for the Fleet Manager.

18. Training

The University's Vehicle Fleet Manager will provide reporting compliance training, as required, for any vehicle custodian, vehicle coordinator or driver.

19. Fleet Fueling Policy

- a. Unless specifically prohibited by the vehicle's manufacturer warranty or recommendations, all vehicles operating on gasoline must use regular grade, unleaded gasoline. Except as noted, high-octane blends (marketed as premium, super-unleaded,

- etc.) offer no proven benefit and are prohibited for use in University vehicles.
- b. Vehicles capable of using alternative fuels will use them exclusively. Exceptions are:
 - 1) where and when alternative fuel is not available; 2) the range of alternative fuel is insufficient to complete a round trip, in which case the alternative fuel shall be used until exhausted, with conventional fuel used only to complete the trip or until the alternative fuel is available; 3) when alternative fuel costs are more than conventional gasoline or diesel; 4) when the conversion equipment is not working or is unsafe to operate, in which case repairs or inspections shall be made so that the vehicle may continue to operate on the alternative fuel; 5) when operating exclusively on an alternative fuel is contrary to the vehicle manufacturer or alternative fuel conversion equipment vendor recommendations; and 6) other exceptions granted under the TBPC waiver processes.
 - c. University vehicle operators will use self-service islands only when refueling at retail fueling stations.
 - d. OVFM requires the use of state retail fuel contracts administered by TBPC. Vehicle custodians are required to eliminate the use of any retail fuel card, other than those authorized by OVFM. Contact the Fleet Manager for applications and assistance in securing these cards. Exceptions to the use of retail state fuel contracts require a waiver from the OVFM. Please note, fuel cards issued by the Fleet Manager for use in University owned facilities are exempt from this requirement.

20. Vehicle Assignments and Fleet Consolidation

- a. Routine assignment of a vehicle to any University official or employee on a daily basis is prohibited without written documentation that the assignment is critical to the mission of the University.

Any vehicle assigned to a University official or employee must be authorized, in writing, by the Vice President for Employee and Campus Services. To gain authorization, the vehicle custodian must forward an authorization request to the University's Fleet Manager providing the following documentation:

- (1) vehicle identification number, license plate number, year, make, model;
- (2) name and position of the individual to whom the vehicle is assigned; and
- (3) reason the assignment is critical to the mission of the University.

Upon receipt of required documentation, the University's Fleet Manager will review the documents for compliance with OVFM's requirements and attach a recommendation for approval or disapproval. Then the departmental request and Fleet Manager's recommendation will be forwarded through the Director of Physical Plant to the Vice President for Employee and Campus Services for final approval. Within 30 days of the date of the request, the department will be informed of the Vice President's decision.

- b. Vehicles may be assigned to a field employee. Field employees are those employees whose regular duties require work in various locations and who regularly require a vehicle for ongoing daily duties.
- c. All other University vehicles will be pooled by department. Pool vehicles must be available for checkout as needed and must be used over other options, including rental vehicles and employee reimbursement for use of personal vehicles.

Consistently underused pool vehicles must be rotated to increase the average miles driven and meet OVFM's minimum utilization requirements or be sold as surplus.

21. Responsibilities

- a. The Vice President for Employee and Campus Services is the senior executive responsible for the University's fleet management program.
- b. The Director of Physical Plant is responsible for authorizing the Fleet Manager's administrative recommendations and forwarding them to the Vice President for Employee and Campus Services.
- c. Office of the Controller provides the following services:
 - (1) processing appropriate paperwork to acquire and track vehicle titles, license plates and alternative fuels tax decals;
 - (2) processing driver's license checks on all University approved drivers and reporting the results to the individual departments;
 - (3) preparing, tracking and renewing alternative fuel waivers;
 - (4) granting departmental authority for the disposal and sale of all vehicles;
 - (5) the electronic submission of vehicle use report data and information to OVFM as required; and

- (6) coordinates the settlement of all university vehicle insurance claims.
- d. The University's Vehicle Fleet Manager is responsible for:
- (1) maintaining compliance with state mandates governing vehicle fleet management;
 - (2) monthly collection and data entry of vehicle use report information and vehicle specific information into the vehicle fleet database;
 - (3) planning, directing, managing, coordinating and supervising programs for the acquisition, assignment, utilization, maintenance and repair, replacement and disposal of the vehicle fleet;
 - (4) serving as primary contact for the Texas Building & Procurement Commission's Office of Vehicle Fleet Management;
 - (5) developing and implementing University level policies and procedures related to vehicle fleet management;
 - (6) observing and enforcing, at the University level, the statewide vehicle fleet management policies and procedures;
 - (7) ensuring the University tracks and utilizes any new vehicle or replacement parts warranty that may be in effect when a vehicle must be serviced or repaired;
 - (8) coordinating purchase waivers from the Texas Building & Procurement Commission's Office of Vehicle Fleet Management; and
 - (9) review and recommendation for approval/disapproval of all vehicle purchases, transfers and deletions;.
- e. The Vehicle Custodian is responsible for:
- (1) being a good steward of University vehicles and managing them accordingly;
 - (2) appointing a departmental vehicle coordinator and providing vehicle fleet management with the name and contact information;
 - (3) routine inspection of vehicles to ensure operational condition and the required vehicle insignia is complete and visible on both sides of the University vehicle;
 - (4) ensuring all vehicle damage and repairs are corrected as needed;
 - (5) programming and identifying funds to replace vehicles when required;
 - (6) ensuring departmental compliance with the required University preventive maintenance program;
 - (7) ensuring University vehicles are used for their intended purpose;
 - (8) coordinating all vehicle requisitions through the University's Fleet Manager;
 - (9) coordinating all vehicle transfers and deletions through the University's Vehicle Fleet Manager and Office of the Controller;
 - (10) rotating and/or eliminating vehicles with low utilization;

- (11) being knowledgeable of all vehicle fleet management policies and procedures; and
- (12) ensuring compliance with the established vehicle fleet management program.

Non-compliance with this section may result in the loss of University vehicle privileges.

f. The Vehicle Coordinator is responsible for:

- (1) accumulating and assuring mileage information on vehicle use reports is maintained accurately;
- (2) accumulating and assuring fuel information on the vehicle use reports is maintained accurately;
- (3) accumulating and assuring maintenance information on the vehicle use reports is maintained accurately;
- (4) accumulating and providing any other information required by the University's Fleet Manager;
- (5) ensuring vehicle use reports are accurately maintained;
- (6) retaining accurate files on University vehicles for reference should the need arise;
- (7) submitting the original vehicle use report to the University's Fleet Manager no later than the 5th of each month reporting the previous month's vehicle activities;
- (8) keeping the University's Fleet Manager advised of any transfers or deletions to the vehicle fleet by providing a copy of the official form submitted to property inventory;
- (9) coordinating all vehicle requisitions through the University's Fleet Manager and purchasing;
- (10) advising the University's Fleet Manager of all vehicle accidents/incidents that occur and providing a copy of the vehicle accident package and police report;
- (11) being familiar with and communicating established vehicle fleet management policies and procedures to applicable parties within their department; and
- (12) ensure all drivers have received appropriate vehicle operator training.

g. The Vehicle Operator is responsible for:

- (1) completing vehicle use reports on a daily basis in an accurate manner;
- (2) identifying any mechanical problems associated with the vehicle they are operating and scheduling repair of same;
- (3) reporting accidents immediately to supervisor and assisting with the

- completion of vehicle accident paperwork;
- (4) following all state laws associated with vehicle operation;
 - (5) operating only vehicles they are authorized to use;
 - (6) maintaining a valid driver's license;
 - (7) using University vehicles for official University business only;
 - (8) keeping the vehicle secured when not in operation;
 - (9) ensuring the state inspection is current;
 - (10) completing daily and weekly vehicle maintenance checks to ensure the vehicle is in good operating condition; and
 - (11) complying with the University vehicle fleet management program.