



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (OP) OP 36.02: University Vehicles

Approval Authority:	President
Policy Type:	University Policy and Procedure
Policy Owners:	Vice President for Administration and Finance
Responsible Offices:	Associate Vice President for Facilities Services Manager, Risk Management & Safety Budget Manager, Facilities Services Auto Mechanic Foreperson
Next Scheduled Review:	05/01/2024

I. Policy Statement

It is the policy of Midwestern State University (“MSU” or “University”) to comply with the [Texas State Vehicle Fleet Management Plan](#) as it relates to the administration and operation of the university’s vehicle fleet.

II. Reason for Policy

House Bill 3125, of the 76th Legislature and the Office of Vehicle Fleet Management (OVFM) of the General Services Commission (GSC), as directed by the State Council on Competitive Government (CCG), mandates Midwestern State University develop a management plan for the university’s fleet.

III. Application of Policy

This policy applies to all university students, faculty, and staff.

IV. Policy/Procedures

A. University Vehicle Management

The University’s vehicle fleet will be managed by the Facilities Services Business Manager. Facilities Services is the central motor pool for the university and allows the university to manage the use and maintenance of all vehicles. It is the intent of this office to provide a fleet that is adequate in size to meet the needs of the university in an efficient manner.

The University must maintain a fleet reporting system that is compatible with the system indicated by OVFM and maintain detailed supporting documentation for all

reporting requirements. It is the responsibility of the Auto Mechanic Foreperson to gather all information and report the information in the OVFM System. The fleet reporting system is to be maintained with current software upgrades, and the operators will be trained when upgrades/software changes occur.

The Fleet Manager will maintain a calendar of scheduled trips and the vehicle to be used. Departmental charges for vehicle use will be prepared monthly by the Fleet Manager and will be sent to the Business Office for posting to the appropriate accounts. Mileage charges will vary according to the type of vehicle used. Information on specific vehicle charges is available from the Fleet Manager.

It shall be the Auto Mechanic Foreperson's responsibility to keep current with State reporting requirements and to notify the Facilities Services Budget Manager of any significant changes in the reporting requirements.

B. Vehicle Use and Efficiency

1. Authorized Vehicle Use

- a. University-owned vehicles may be used only for approved purposes and may be driven only by duly-authorized full-time, part-time or temporary employees, graduate assistants, or paid student workers. They may not be driven by individuals, including students, who are not being paid by the University for work performed. Students receiving academic, athletic or need-based scholarships are not considered to be employees.
- b. Department heads are responsible for ensuring that the provisions of this policy are followed and that all drivers approved by them meet the necessary requirements.

2. Efficiency

- a. The policies identified are intended to increase vehicle use, improve fleet efficiency and reduce maintenance costs, and are identified as "best practices" within the state and private sector. Because of the nature of the fleet of the university, some of the guidelines adopted may vary from the recommendations of the OVFM; however, these variations are a result of the many uses of the vehicles on campus and the lower than normal annual mileage.

Midwestern State University maintains a fleet of vehicles by various departments and for various uses. A complete listing of the vehicles owned by the University is on file in Facilities Services.

C. Fleet Fueling Policy

Midwestern State University will abide by the guidelines established by the [Texas State Vehicle Fleet Management Plan](#). A summary of these guidelines is provided below.

1. Unless specifically prohibited by manufacturer warranty or recommendations, all university vehicles operating on gasoline shall use regular unleaded gasoline.
2. All university employees will use self-service islands when refueling at retail fueling stations.

D. Driver Eligibility

1. General Requirement
University employees transporting passengers must possess a valid Texas driver's license appropriate for the type of vehicle being driven. Passengers in university-owned vehicles may be transported only by university employees 21 years of age or older who are acting within the scope of their employment and who are being compensated for such duty. Exceptions to the minimum age requirement can be requested in writing to the Associate Vice President for Facilities Services. Such individuals will be limited to on campus driving only and without passengers. Employee supervisors are responsible for ensuring the validity of the driver's licenses of any employee appointed by them to drive university vehicles on official business and/or transport passengers.
2. License Requirements
 - a. For the operation of a passenger vehicle Gross Combined Vehicle Weight Rating (GCVWR) of 26,001 pounds or more and the vehicle is designed to transport 24 passengers or more (including the driver) the operator must possess a valid CLASS B Commercial Driver's License (CDL) (with endorsement for passengers). Example: Model 05 Eagle, 46 passenger.
 - b. For the operation of a passenger vehicle GCVWR less than 26,001 pounds and the vehicle is designed to transport 24 passengers or more (including the driver) the operator must possess a CLASS B-CDL (with endorsement for passengers). Example: Ford Mini-Bus, 25 passenger.
 - c. For the operation of a passenger vehicle GCVWR less than 26,001 pounds and the vehicle is designed to transport 16-23 passenger (including the driver) the operator must possess a CLASS C-CDL (with endorsement for passengers). Note: None owned by MSU, but could be leased from outside vendors.
 - d. For the operation of a passenger vehicle designed to transport 15 or fewer passengers the operator must possess a valid TEXAS OPERATOR'S PERMIT, CLASS C, or an equivalent license issued by another state. Example: 15 passenger vans.
3. Required Driving Record Checks
 - a. Prior to driving a university vehicle for the first time or renting a vehicle for university purposes, employees must submit a Driver Request Form to Facilities Services. For employees with Texas driver's licenses, Facilities Services will request from the Texas Department of Public Safety a copy of

the three-year driving history report (Motor Vehicle Record). This record will be reviewed annually for all employees who maintain university driving privileges. It shall be the responsibility of the Associate Vice President for Facilities Services, in consultation with the Chief of Police, to determine if an employee's driving record is such that it would be imprudent to allow him/her to drive a university vehicle. Facilities Services shall advise the supervisor of any individuals in their respective areas who should not be allowed to drive.

- b. Employees with out-of-state licenses shall furnish the university with his/her official driving record from all states where they have held licenses for the three prior years. Employees who maintain university driving privileges must provide this annually. Employees are to be reimbursed by their department for the driving record cost.
 - c. Employees will not be allowed to drive vehicles to conduct university business if they are deemed to be unacceptable to the university's insurance carrier or have within three (3) years prior to the date of their individual driver's license checks:
 - i. been convicted of driving while intoxicated (DWI) or driving under the influence (DUI);
 - ii. received two (2) or more moving violations within the last 12 months, or three (3) during the last three (3) year reporting period, or have been involved in two (2) or more accidents where they have been determined to have been at fault; or
 - iii. had their driver's license suspended.
 - d. Employees whose driving privileges have been revoked may have them reinstated by the President. One of the requirements of reinstatement may be attendance at a defensive driving course or similar safety instruction program approved by the Associate Vice President for Facilities Services. Repeated violation will result in the permanent revocation of driving privileges or termination.
 - e. Employees whose job description requires them to operate university vehicles or equipment are subject to termination should they lose their driving privileges.
 - f. In addition to requesting annual reports on all employees, the Associate Vice President for Facilities Services will request copies of the driving records of any employees hired during the year who might be reasonably expected to drive a university vehicle as part of their job responsibilities.
4. Privately Owned Vehicles
- Individuals who use their own vehicles to conduct university business shall operate their vehicle with the same standards as those employees who drive university vehicles. Insurance costs are considered to be a part of mileage reimbursement payments, and supervisors who authorize employees to use their own vehicles are responsible to make certain such employees have adequate insurance and to advise them that their personal liability insurance carriers are the

primary insurers. In the event an employee has an accident while using his or her own vehicle to conduct university business, it should be reported to both the insurance carrier and the immediate university supervisor. If the employee's personal insurance is not sufficient to cover the damages, the state may assume the additional costs as an excess carrier.

5. Alcohol/Controlled Substances Testing
 - a. It is the policy of Midwestern State University to prohibit the use of alcohol or any controlled substance that may impair the employee's ability to perform safety-sensitive functions. For the purposes of this policy, safety-sensitive positions are university drivers as defined in 1, 2, 3, 4, and 5 above.
 - b. As required by the Department of Transportation (DOT) Employee Testing Act of 1991, all applicants for employment or existing employees required to obtain a commercial driver's license (CDL) as a prerequisite for employment at Midwestern State University must be tested for drug, alcohol or controlled substance usage. Testing for alcohol, drug or substance abuse will be required during an employment physical exam, for reasonable suspicion, at random and for post-accident episodes.
 - c. Violations of drug/substance use tests may result in disciplinary measures up to and including termination. Employees who test positive during a drug or substance abuse test may be offered and encouraged to participate in an employee assistance program, counseling or rehabilitation treatment program.

E. Operator Conduct and Responsibilities

1. Any employee requesting to drive a university-owned vehicle must have the appropriate driver's license (see Section E.2, License Requirements).
2. Drivers will comply with all applicable traffic laws and regulations.
3. Do NOT allow the number of passengers to exceed the authorized vehicle capacity or operate the vehicle unless all occupants are wearing seat belts/restraints.
4. Do NOT allow illicit drugs to be transported or consumed in the vehicle.
5. Alcohol can be transported per state laws in an inaccessible compartment such as a trunk, but not in the passenger compartment. The president may authorize alcohol for special events within the passenger compartment of buses.
6. Hazardous or flammable materials are only authorized to be transported in approved vehicles.
7. Do NOT smoke or allow passengers to smoke in the vehicle. Use of e-cigarettes in vehicles is also prohibited.
8. Use of radar or laser detection devices is prohibited.

9. Use of headphones or earphones covering both ears is prohibited when driving.
10. Do NOT text message, read or compose e-mails, or use a handheld cell phone while driving.
11. Towing trailers or other equipment items must be preapproved by the Facilities Services.
12. Citations for all traffic violations will be the personal responsibility of the operator. Approved drivers must notify their supervisors and Facilities Services when they have received any type of citation relating to vehicle operation (on or off the job).
13. Vehicle operators are responsible for:
 - a. Identifying any mechanical problems associated with the vehicle they are operating.
 - b. Reporting accidents immediately and to complete the necessary accident paperwork.
 - c. Complying with the university vehicle fleet management program.
 - d. Operating the vehicle in a safe manner.

F. University Vehicle Reservations

1. Reservations and Use Policy:
 - a. Approved Driver
 - i. Complete the [Driver Request Form](#) (search “Driver Request Form” in the search menu to download the form) and submit the form to Facilities Services for approval.
 - ii. Drivers of university vehicles or vehicles rented for university purposes must be approved to drive prior to scheduled trips.
 - b. Vehicle Reservation Form & Reserving Vehicles

To reserve a vehicle, a [Vehicle Reservation Form](#) should be submitted it to Facilities Services with a funded account code. Vehicles are issued on a first come, first serve basis and it is recommended reservations be submitted at least three days in advance of departure. The reservation will be confirmed via email.
 - c. Cancellations

Cancellations for all vehicles should be forwarded to Facilities Services at least 24 hours prior to the event. Cancellation of a bus <24 hours prior to

departure will result in the requesting department being charged a fee equivalent to five hours of the bus driver's time, unless the cancellation was made because of weather conditions or unforeseen emergency circumstances.

d. Picking Up Vehicles

The faculty or staff driver whose name is on the vehicle request form as the scheduled driver must pick up the vehicle. The department requesting the vehicle(s) and the designated driver(s) will be responsible for the care of the vehicle(s). Facilities Services will be responsible for ensuring that all drivers are approved to drive. Vehicles must be picked up during normal working hours of 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m., Monday through Friday. Requests for special vehicles will be honored, unless conditions or situations exist that will require a change. Facilities Services reserves the right to change vehicles, when necessary.

e. Returning of the Vehicles

Vehicles can be returned to the Facilities Services Shops building at Hampstead and Louis J. Rodriguez Drive (24) twenty-four hours a day. Park the vehicle in the space corresponding to the vehicle number in the Shop's Yard area. Remove all trash from the vehicle and return the keys to the Vehicle Shop. After hours, place the keys in the drop box slot outside the Vehicle Shop. Should a vehicle be returned with any damages or excessive cleaning needs, the cost to repair the damages or clean the vehicle will be charged to the department that was responsible for the vehicle at the time of the damage. It is the policy to repair any damaged vehicle to its original condition.

f. Drivers for Buses

The renting department will be responsible for scheduling and providing a funded account code to pay the drivers for buses.

G. Operating Carts and Utility Vehicles

All electric or gas-powered golf carts or utility vehicles, hereafter "carts," operated by students, faculty, and staff must be utilized in a safe manner. Failure to follow these procedures or follow the rules of the road for the State of Texas could result in suspension of an operator's cart driving privileges.

1. To be eligible to operate a cart on university property, employees and students must meet all of the following requirements:
 - a. Must meet the driver eligibility criteria defined in section IV.E above,
 - b. Must be using the vehicle to conduct official university business,
 - c. Must be a university employee.

2. Cart operators will adhere to the following safety procedures:
 - a. Ensure passengers remain seated and body parts are inside the cart while in motion.
 - b. Adhere to the passenger capacity of the cart.
 - c. Operate carts from the driver's seat at all times.
 - d. Operate carts at a safe speed based on terrain and weather conditions and do not exceed 15 mph.
 - e. Operate carts on campus property using sidewalks or other hardened surfaces to travel.
 - f. Avoid congested areas during heavy pedestrian traffic when practicable.
 - g. Slow down and always yield the right-of-way to pedestrians.
 - h. Do not wear headsets, earphones, or use cell phones while operating carts.
 - i. Do not operate carts inside facilities.
 - j. Use headlights when operating carts during hours of darkness or reduced visibility such as fog or rain.
 - k. Loads must be properly secured.
 - l. Use extreme caution when towing; ensuring the cart is capable and equipped to tow.
 - m. When leaving the cart unattended, set the brake, secure the keys, and do not block roads, sidewalks, facility entrances or ADA ramps.
3. Using departments will also be responsible for damages and repairs to carts.

H. Renting, Leasing, or Chartering Vehicles

1. University travelers should contact MSU's contractor (currently [Enterprise](#)) to rent a vehicle; Facilities Services is not involved with rentals.
2. Drivers must obtain approval from their department head prior to renting/leasing a vehicle.
3. Reservations must be made by an accountable employee in the department. Students and temporary/casual employees are not authorized to reserve vehicles.
4. Supervisors who authorize individuals to use rental cars to conduct university business are responsible for advising those individuals that Midwestern State

University will not pay for liability insurance coverage as part of a vehicle rental agreement. Rental vehicles used to conduct university business are to be rented in the name of the university, not in the name of the employee. If the vehicle is rented in the name of the employee, that employee's personal liability insurance carrier becomes the primary insurer.

I. University Liability Insurance & Trip Insurance

The university carries insurance for vehicles used for road trips, work fleet vehicles, and yard equipment. If an employee is injured while traveling on state official business, the employee is covered under workers' compensation. Volunteers are not covered by workers' compensation and their personal insurance will be primarily responsible for any liability that may arise while driving for the university. Midwestern State University does not provide trip accident insurance for individuals not employed by the university.

J. Vehicle Security

1. The security of university vehicles and their contents is the responsibility of the operator. When vehicles are left unattended for any reason, set the parking brake, remove the keys from the ignition, and lock the vehicle. (Make sure you have the keys in hand when locking the vehicle.)
2. Vehicles that become disabled on the road will be secured with all possible precautions taken to prevent theft or vandalism. In the event that 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. The operator is responsible for vehicle security. Vehicles will not be left along highways or in any area where vandalism would be easily accomplished.

K. Vehicle Accident/Incident Procedures

1. In the event of a vehicle incident such as a flat tire or vehicle breakdown, notify the Facilities Services at 940-397-4699 or if rented/leased, contact the company at the number provided for roadside assistance on the agreement form. The employee or sponsor accompanying the students will also notify his/her department to provide an update on the travel itinerary.
2. In the event of a vehicle accident, immediately assess the seriousness of the situation and call 911 to report your location and the nature of any injuries and/or damage to vehicles or property. Should a vehicle accident occur off-campus, either within or outside of the state of Texas, it should be investigated by the law enforcement agency having jurisdiction (contact University Police if it occurred on campus at 940-397-4239). It is the responsibility of the driver to obtain a copy of the police accident report and forward it to the Facilities Services as soon as possible. The employee or sponsor accompanying the students must contact his/her department to provide an update on the travel itinerary.
3. All Occurrences

Facilities Services is responsible for processing reports and related insurance claims for all motor vehicle accidents.

- a. Do not discuss fault with anyone other than Facilities Services, a MSU attorney, or MSU insurance adjuster (i.e., State Office of Risk Management). Contact Facilities Services to confirm the identity of persons identifying themselves as a MSU attorney or adjuster.
- b. The responsible driver will contact the Facilities Services as soon as possible and submit a copy of SORM's [Preliminary Accident Report form](#). A hard copy of the form is available in the glove compartment of all vehicles.
- c. Should the accident not be the fault of the university driver, an attempt will be made to collect for damages to university property.
- d. Employees found to be negligent in the use of a university vehicle are subject to administrative action and possible suspension of driver authorization.

V. Related Constitutional Provisions, Statutes, Rules, Policies, Forms, and Websites

Related Forms, Policies, & Codes:

[Driver Request Form](#) (search "Driver Request Form" in the search menu to download the form)

[SORM Preliminary Accident Report Form](#)

[Texas State Vehicle Fleet Management Plan](#)

[Vehicle Reservation Form](#)

VI. Responsible Offices

Contact: Kyle Owen, Associate Vice President for Facilities Services
 Phone: (940) 397 - 4648
 E-mail: AVPFS@msutexas.edu

Contact: Manager, Risk Management & Safety
 Phone: (940) 397 - 4032
 E-mail: Risk&SafetyMgrFS@msutexas.edu

Contact: Sara Webb, Business Manager for Facilities Services
 Phone: (940) 397 - 4649
 E-mail: BusinessMgrFS@msutexas.edu

Contact: Ryan Fullerton, Auto Mechanic Foreperson
 Phone: (940) 397-4699
 E-mail: AutoMechForeperson@msutexas.edu

VII. History

05/06/2021 Adopted and approved as MSU Policy and Procedure (OP) 36.02 – University Vehicles. Selected text from former MSU Policies 3.313 (Vehicle Operator’s License Requirement) and 3.334 (Vehicle Use Policy) were incorporated into this revised version of OP 36.02.