



8.8.1 Vehicle Fleet Management

Chapter 8 - Health & Safety	Original Effective Date: June 2000
Section: 8.8 University Vehicles	Date Last Reviewed: June 2021
Responsible Entity: Vice President for Facilities and Capital Planning	Date Last Revised: June 2021

I. Purpose

The purpose of the UT Health San Antonio's Fleet Management Plan is to establish goals and objectives that provide guidance for compliance as specified under [UTS 157](#), and to state responsibilities for the vehicle fleet management program established under the Office of Facilities Management (FM). This plan established the authority for management of the UT Health San Antonio's vehicles so as to reduce its cost and increase its transportation benefit to state government.

This plan is established to ensure that each vehicle is maintained and operated in a safe and economical condition and is utilized so as to comply with the established State of Texas Council on Competitive Government Vehicle Fleet Management Plan. It is to provide goal objectives for procedures that will increase vehicle use, improve efficiency, and reduce maintenance and operating cost of UT Health San Antonio (University).

II. Scope

This policy applies to all individuals who are responsible for operating a University owned vehicle and the departments that manage University owned vehicles.

III. Policy

A. Overview

1. Motor vehicles owned by University will be used solely for official business. Official business is defined as use that supports and provides a direct benefit to the institution. The University accepts and assumes no liability when one of its vehicles is being used in violation of this policy.
2. Each vehicle owned by the University must:
 - a. Display the official University inscription on both sides as prescribed by law (contact Facilities Management).
 - b. Carry appropriate insurance information.

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3. Operators of University vehicles, at their own expense, must be legally and appropriately licensed (Class A, B, C, or M) by the State of Texas and authorized by their department head to operate the vehicle.
4. Motor vehicles include University owned vehicles, golf carts, and/or mules.

B. User Authorization

The department head to which the vehicle is assigned will authorize the use of their University departmental vehicles. Such use will be confined strictly to faculty, staff, and students conducting Official University Business directly relating to the academic, research and/or administrative responsibility of the department involved.

C. Department Vehicle Coordinators

1. All vehicle custodians (department heads/Directors/Deans/Chairs) are responsible for establishing a Vehicle Coordinator in their areas of responsibility. The name and contact information for the Vehicle Coordinator shall be provided to Facilities Management. The Vehicle Coordinator will be the main departmental contact for Facilities Management.
2. Department coordinators shall maintain an individual report for each driver. Coordinators must also ensure that all vehicles carry proof of liability insurance.

D. Authorized Drivers

Only Authorized Drivers operate University owned vehicles, golf carts, and/or mules.

All University employees who may be called upon to drive a University vehicle shall have a Motor Vehicle Record (MVR) check and shall be assigned a driver rating as indicated below. *An acceptable point total range to drive a University vehicle shall be between 1-3. Any individual whose total points equal 4 or greater shall not be permitted to operate a University vehicle.

The following factors contribute to an acceptable driving rating based on an MVR check:

1. *Type A Violations

Convictions for Type A violations count as four (4) points against an Authorized Driver's or applicant's record. Type A violations include:

- a. Criminal negligent homicide - 1st or 2nd degree
- b. Driving while intoxicated (DWI)
- c. Driving while under the influence of drugs (DUI)
- d. Drag Racing/Speeding Contest
- e. Aggravated Assault with motor vehicle

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- f. Driving while license suspended
- g. Murder - with motor vehicle
- h. Reckless driving
- i. Fleeing from police officer
- j. Felony use of Commercial Motor Vehicle (CMV)
- k. Felony use of CMV - controlled substance
- l. Driving while license disqualified - CMV

2. *Type B Violations

Convictions for Type B violations count as one (1) point against an Authorized Driver's or applicant's record. Type B violations are all moving traffic violations not listed above as a Type A violation. Type B violations do not include non-moving administrative offenses (examples: outdated inspection stickers, no proof of insurance, license plate missing).

3. *At-Fault Accidents

Each at-fault accident counts as two (2) points. If a moving traffic violation conviction appears on a driving record along with an accident on the same date, this usually means that person was at-fault in the accident. Accidents shall be reviewed by the insurance company and the Fleet manager, shall make a determination if there is an at-fault question. Accident reports may be obtained by the Texas Department of Public Safety

E. An MVR is to be requested by the Department Vehicle Coordinator and obtained by Facilities Management, the fleet manager will maintain a computer file on all employees and prospective employees whose job duties would include driving a University owned vehicle as follows:

1. Initial Authorization (prior to official hire by the University), and
2. At least every twelve (12) months thereafter, or
3. If the employee has been involved in an accident while driving on Official University Business; and
4. If the employee receives a moving traffic citation while on Official University Business.

F. Department Vehicle Coordinators are required to:

1. Maintain a list of all regular University drivers (listed alphabetically) and require driver training for each driver every three years in addition to counseling/training for any University driver involved in a motor vehicle accident or who has received a moving traffic citation. Data will include:
 - a. Driver's name (as it appears on his/her license)

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- b. Driver's license number & expiration date
 - c. Date of birth
 - d. Last four of social security number
 - e. Driving status (acceptable or non-acceptable)
 - f. Notation if license is a Commercial Driver's License (CDL)
 - g. Date of last training/counseling, and
 - h. Notations regarding any misconduct with a vehicle, any reprimands concerning his/her driving, or any positive remarks regarding his/her safe driving.
2. Department Vehicle Coordinators will require defensive driver training for each Authorized Driver at least every three (3) years and prior to driving a state vehicle not to exceed three (3) months from hire. The training documentation will be maintained by the coordinators. Department Vehicle Coordinators should contact the Office of Facilities Management for the preferred provider of defensive driver training.
 3. Ensure that each vehicle assigned to the department carries an insurance packet, which includes a copy of the legislation which exempts State of Texas motor vehicles from carrying proof of liability insurance.
 4. Maintain a "Vehicle Use Report". Each time a University vehicle is operated, a "Report of Use of State-Owned Motor Vehicles" must be completed. The "Vehicle Use Report" forms are available from the Office of Facilities Management.

G. Driver Responsibilities

1. Each driver is required to:
 - a. Show evidence to the department head of successful completion of an approved Defensive Driving Course prior to becoming an Authorized Driver operating any University Owned Vehicle. The training must be renewed every three (3) years from the date of initial completion.
 - b. Use University vehicles for official business only.
 - c. Obey all local, state, and federal laws when operating a University vehicle.
 - d. Possess at all times a valid and appropriate Texas driver's license.
2. Maintain an acceptable Motor Vehicle Record (MVR) as defined above.
3. Use the safety belt/restraining system as provided by the vehicle manufacturer and require all passengers to do so while the vehicle is in motion.
4. Use reasonable care in operating and maintaining the vehicle.
5. Ensure vehicle(s) interior and exterior are maintained in a clean and safe serviceable condition.

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6. Secure and lock the vehicle when it is unattended.
7. Park in designated areas only. Parking or driving on campus sidewalks is never allowed.
8. Complete daily the required vehicle usage report and submit it to the respective department as each sheet is filled.
9. See the appropriate vehicle maintenance is performed prior to and after daily use.
10. Report vehicle malfunctions or maintenance needs to the appropriate department designee.
11. Obtain receipts for all reimbursable purchases. Such receipts must reflect the vehicle license number, mileage, description of the item purchased, and the cost of each item. Receipts for fuel purchases must reflect the cost per gallon, the number of gallons, and the total cost.
12. Report to your supervisor, departmental vehicle coordinator, and FM Fleet manager within ten (10) days any motor vehicle accidents involved in as a driver, state owned or non-state-owned vehicle, regardless of fault.
13. Report to your supervisor, departmental vehicle coordinator, and FM Fleet manager within ten (10) days any moving violations received, while driving a state owned or non-state-owned vehicle.
14. Follow Vehicle and Traffic Safety Rules:
 - a. Texas Transportation Code and local traffic ordinances for operations of all vehicles.
 - b. Drivers shall possess a valid Texas driver's license.
 - c. Drivers shall obey all traffic signs and rules.
 - d. Smoking/tobacco use is not permitted in University vehicles.
 - e. Motor vehicles shall be maintained in a safe working condition.
15. In the case of vehicle failure, the driver is to notify the appropriate department designee, who will advise and approve of actions to be taken.
16. Passengers in Trucks - individuals must follow Texas Transportation Code and local traffic ordinances related to riding in the bed of a truck.
17. Vehicle Capacity - When transporting material or personnel, the total load is not to exceed the capacity of manufacturer's recommendation of the vehicle.
18. Trailer Hitches/Towing Equipment - Trailer hitches or other towing equipment is to be utilized according to manufacturer's recommendations and not altered in any way.

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H. Personal Use/Misuse

As set forth in the Penal Code, Chapter 39, no state owned/leased vehicle shall be used for personal reasons. Refer to Institutional Handbook of Operating Policies (IHOP) Policy [10.1.2 Code of Ethics and Standards of Conduct](#), and Policy [10.1.3 Personal Use of University Resources, Equipment, and Assets](#).

I. Negligent Operation

Operators of University vehicles will be held personally liable for speeding tickets, parking tickets, or any other type of traffic violation citation. Operators will be held personally liable for citations received for expired safety stickers. Operators and passengers will be held liable for citations received for operating or riding as a passenger without being secured by a safety belt/restraining system device.

An operator who is found negligent in the proper operation of a University owned vehicle may be held financially liable for damages to the vehicle. In addition to the financial liability, an employee operating a University vehicle and involved in a situation where employee negligence is indicated is subject to formal reprimand, suspension, or termination from employment. Appropriate disciplinary action will be recommended by the department head to the appropriate Dean/Vice President or to the Associate Vice President for Facilities, Safety and Risk Management for final determination by the President.

J. Rental Vehicles

When an employee rents a vehicle from a rental company, utilize System-wide contracts under the UT System Rental Agreement. With the UT System rental agreement, liability, comprehensive, and collision insurance coverages are automatically provided. Please refer to [UTS 157](#) for more information on rental vehicle coverage and exceptions.

K. Guidelines for Disciplinary Action

University vehicles may be used only for official business. Any violation of this policy is subject to disciplinary action up to and including termination. Individuals whose total points on an MVR check equal to 4 or greater shall not be eligible to drive a University vehicle and may be subject to termination if the individual's main job duty is driving unless otherwise determined by department head. An individual will also be subject to disciplinary action if they fail to report any traffic citation or motor vehicle accident.

The department head in which the individual is assigned will recommend appropriate disciplinary action. Disciplinary action may include, but it is not limited to:

1. Attending a defensive driving course at individual's expense.

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2. Suspension or revocation of driving responsibilities. If driving responsibilities is a regular requirement of the individual's job, disciplinary action may result in termination.

L. Personal Use (Non-University Owned) Vehicles

Individuals are strongly discouraged from using personal vehicles for conducting Official University Business. UT Health San Antonio utilizes the “Hired/Non-Owned” policy which provides liability coverage only for individuals using their personal vehicles while conducting Official University Business. The liability coverage in this case applies only as a secondary coverage to the individual’s personal auto policy. If an individual using his or her own personal vehicle for Official University Business is involved in the accident, the Executive Vice President for Facility Planning & Operations office must be notified to handle the reporting of the claim.

M. Preventive Maintenance

No University vehicle will be in service unless it is in good operating condition. All University departmental Vehicle Coordinators are responsible for ensuring vehicle preventive maintenance is scheduled and performed on a routine basis in accordance with manufacturers' recommendations.

N. Transfers/Deletions

The following policies apply to vehicle transfers and deletions:

1. Vehicles may be transferred from one state agency to another. A written notification must be sent to Facilities Management and Property Control. Transfer vehicles must not increase UT Health San Antonio’s vehicle inventory unless documented approval is obtained from the State Office of Vehicle Fleet Management.
2. Vehicles may be transferred from one department to another. The transferring department will provide a copy of the [Property Transfer Request](#) to Facilities Management and Property Control.
3. Additionally, University vehicles to be transferred or deleted from inventory must comply with the procedures established in the IHOP, Policy [6.3.2 Acquisitions of State Property](#), and Policy [6.3.3 Deletion of State Property](#). The transferring/deleting department will provide a copy of the [Property Transfer Request](#) or [Property Deletion Request](#) form to Facilities Management.

O. Vehicle Replacement Criteria

1. Replacement vehicles will be acquired only on a one-for-one basis. Additions to the fleet size will be made for legislatively mandated program changes, federal program initiatives or documented need resulting from program growth or changes.

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2. Law enforcement vehicles and vehicles purchased with non-appropriated funds will not be used to determine UT Health San Antonio's fleet size.
3. Other vehicles exempt from the replacement criteria but are required to adhere to all data collection and agency reporting, are emergency vehicles, safety purposes vehicles, vehicles used for performing crash tests or related research. Also exempt, are heavy equipment, including tractors, bulldozers, highway construction and maintenance equipment. As well as, vehicles designed to transport fifteen (15) passengers or more (provided the department has purchased such vehicles in the past), and non-licensed utility purpose vehicles such as "mules", "gators", golf-carts and forklifts.
4. UT Health San Antonio may not replace a donated vehicle with a vehicle purchased with appropriated funds.
5. Facilities Management must provide the State Office of Vehicle Fleet Management a written notification of all vehicle additions/replacements. The notifications will include the following information for both, the new and/or replacement vehicle:
 - a. Vehicle identification number
 - b. License plate number
 - c. Year
 - d. Make and model
6. If the Department Vehicle Coordinator does not want or cannot replace the vehicle as per the State Office of Vehicle Fleet Management recommendations, the department must write a letter of justification explaining the position for retaining versus replacing. The department's response will be forwarded to Facilities Management. Facilities Management will submit the letter to the Associate Vice President for Facilities, Safety and Risk Management (FSRM). The Associate Vice President for FSRM will submit a letter of justification to Office of Vehicle Fleet Management pending approval or denial.

P. Vehicle Accidents

If involved in an accident while operating a University owned vehicle, whether on or off campus, the driver is not to admit negligence, fault, or guilt as this has the potential of committing the State of Texas, the University, or the insurance carrier to pay for damages. The insurance carrier representing UT Health San Antonio will make that determination. Additionally, drivers should take the following actions:

1. If possible, assist in obtaining medical attention for any injured persons.
2. Take appropriate action to warn other motorists of the accident site.
3. If the accident occurs off campus, immediately notify the local law enforcement agency.

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4. Whether the accident occurs on or off campus, notify the appropriate department designee and University Police as soon as possible after the accident, regardless of the extent of damage.
5. If there are any injuries, immediately notify University Policy at (210) 567-2800.
6. Obtain the name, address, and telephone number of all witnesses.
7. Advise the other party that the state vehicle is insured and provide them the name of the company; this information is in the “Accident Instruction Packet” in each vehicle. Advise them that the insurance adjusting company will contact them as appropriate; all contact with the University insurance carrier will be handled by the Office of the Associate Vice President for FSRM.

Q. Commercial Driver's License (CDL)

In accordance with the U.S. Department of Transportation's Federal Motor Carrier Safety Regulations, [49 CFR Parts 40 and 382](#), employers shall test drivers holding a CDL for drugs and alcohol. The regulations call for pre-employment, post-accident, reasonable suspicion, random, return-to-duty, and follow-up drug and alcohol testing.

Institutions with Authorized Drivers who are required to hold a CDL shall adopt a drug and alcohol-testing program that meets the regulatory requirements.

A CDL is required of Authorized Drivers who operate Commercial Motor Vehicles (CMVs) for Official University Business if the vehicle meets any of the following conditions:

1. has a gross combination weight rating of 11,794 kilograms or more (26,001 pounds or more) inclusive of a towed unit(s) with a gross vehicle weight rating of more than 4,536 kilograms (10,000 pounds);
2. has a gross vehicle weight rating of 11,794 or more kilograms (26,001 pounds or more);
3. is designated to transport 16 or more passengers, including the driver; or
4. is of any size and is used in the transportation of hazardous materials as defined in 49 U.S.C. 5103 and is required to be placarded under 49 Code of Federal Regulations (CFR), Part 172, Subpart F.

IV. Definitions

When used in this document with initial capital letter(s), the following words have the meaning set forth below unless a different meaning is required by context.

Authorized Driver – an employee of UT Health San Antonio who is eligible to operate a University-owned or rented vehicle for Official University Business and follows the driver responsibilities outlined in this Policy.

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Department Vehicle Coordinator – individual appointed by the vehicle custodian (dept head/director/dean/chair) to maintain all vehicle use reports, list of Authorized Drivers with required data as defined by this Policy, track defensive driver training completions, inspect and report damages to fleet vehicles under their care, ensure each vehicle carries an up to date insurance packet, and tracks purchases, transfers, and deletions. The coordinator serves as primary contact with the Office of Facilities Management.

DUI/DWI conviction –being convicted, receiving a probated sentence, or pleading no contest for driving a commercial or a non-commercial vehicle under the influence of alcohol or drugs, or while intoxicated.

Official University Business (as it relates to operating a motor vehicle) – driving a vehicle during the course and scope of employment for the University regardless of the frequency of driving or operating duties [UTS 157].

V. Related References

University of Texas System (UTS) Policy

[UTS 157](#) Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
06/2000	Policy Origination		
08/2019	Policy Revised		
06/2021	Policy Revised		