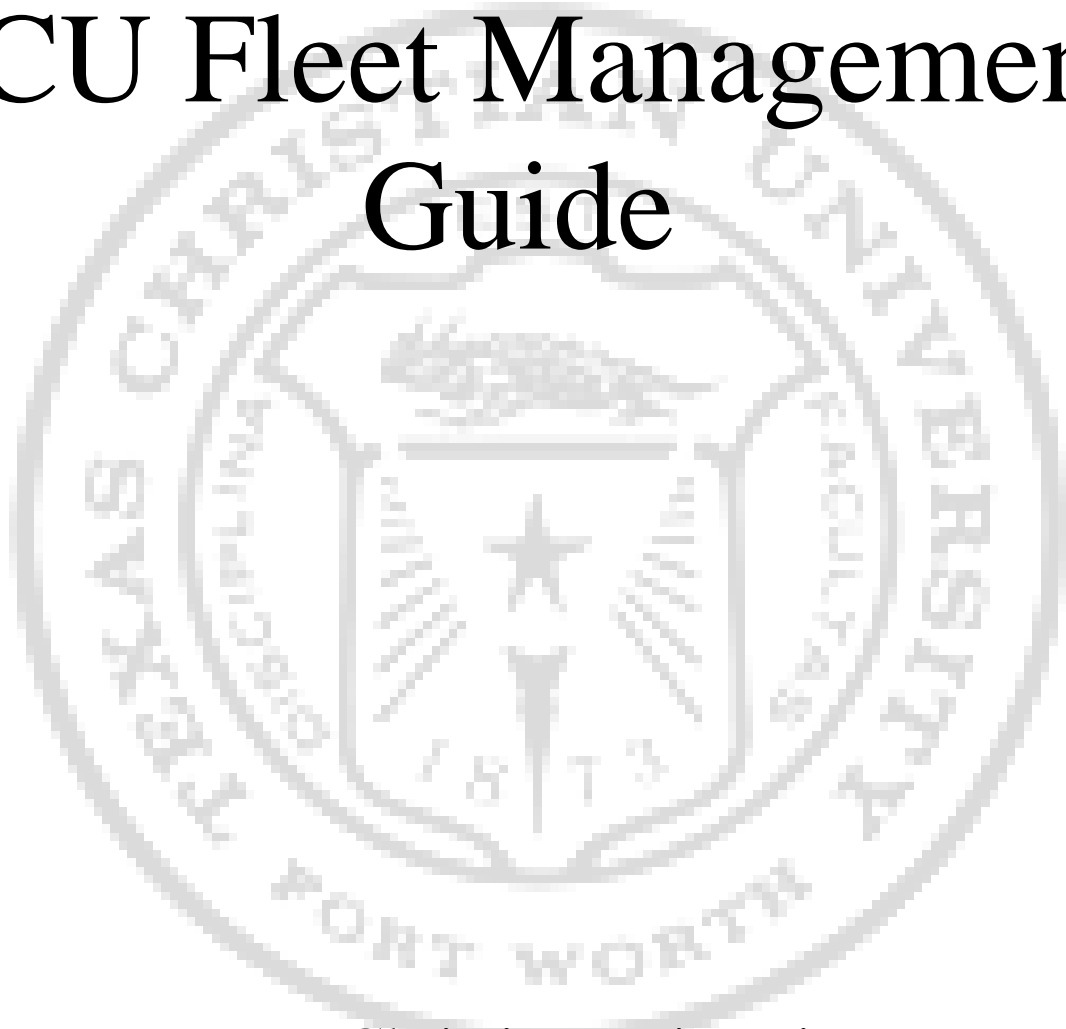


# TCU Fleet Management Guide



Texas Christian University

# TCU Fleet Management Guide

## **General**

The Physical Plant is responsible for fleet management. The Director of Facility Services is assigned the duties of Fleet Manager, ext 5315.

## **Purpose**

The purpose of this guide is to provide general information and guidance concerning the use of TCU assigned vehicles.

## **Eligibility**

- TCU vehicles are assigned to departments based on need, or to individuals at the discretion of the Chancellor.
- Both faculty and staff may be assigned TCU vehicles.
- Vehicles and vehicle eligibility may be withdrawn at any time without compensation.

## **Requirements**

- Operators must:
  - Possess a valid driver's license.
  - Obtain a favorable initial background and driver's license check.
  - Maintain a favorable driver's license check annually thereafter.
  - Attend a defensive driving course offered by Risk Management.

## **Responsibilities**

- Operators must:
  - Maintain a valid driver's license.
  - Operate vehicles in a safe and responsible manner.
  - Know and abide by all driving laws.
  - Ensure that they and all passengers have seat belts fastened before operating vehicles.

## **Licensing, Registration, and Insurance**

- Required information, including registration, proof of insurance and accident report forms, must be current and maintained in the glove compartment of each vehicle at all times.
- Financial Services administers all licensing and registration renewal for TCU owned or leased vehicles.
- Licensing and registration renewal of loaned vehicles is the responsibility of the loaning entity.

## **Authorized Area of Operation**

- TCU vehicles may be operated in the contiguous US w/prior authorization from the department head.
- TCU vehicles may not be operated in Mexico.

- TCU vehicles may be operated in Canada w/prior approval of the operator's vice-chancellor. (Note – TCU insurance includes coverage for Canada, but additional insurance should be purchased when traveling in Canada for an extended period of time.)

### **Vehicle Use**

- Vehicles are to be primarily used for TCU business.
- Limited personal use is authorized.
- Spouse and family members at least 21 years of age with a valid driver's license are also authorized limited use.
- All spouses and family member are subject to the same policies, rules and eligibility criteria as the sponsor.

### **Vehicle Maintenance**

- The operator is responsible for ensuring that his/her vehicle is maintained in a safe operating condition.
- Operator responsibilities include:
  - Adherence to vehicle owner's manual maintenance schedules.
  - Warranty maintenance.
  - Documenting and reporting discrepancies for repair to the fleet manager.
  - Compliance with safety and vehicle recall requirements.
  - Tracking all service or maintenance work.
  - Treatment of the vehicle as if it were her/his own
    - Clean the vehicle as required (The Physical Plant wash rack is available).
    - Perform an operations check at least weekly.
    - Monitor oil and other fluid levels.
    - Periodically check tire pressure.
- The operator's department accounting function shall maintain a maintenance file for each vehicle to record its maintenance and expense history.

### **Fuel**

- A gas pump is available at the Physical Plant.
- Fuel cards for the pump are issued by the Physical Plant to authorized users following a written request for the same from the user's budget manager.
- Department accounts are charged at the end of the each month based on actual fuel usage.

### **Prohibited Vehicle Uses**

- No hitchhikers or transportation of strangers.
- No use other than for TCU business.
- No transportation of passengers or material for compensation.

- No towing w/o prior permission of the fleet manager.
- No pushing another vehicle.
- No transportation of dangerous chemicals, flammable items, firearms, or other hazardous materials w/o prior approval of the fleet manager.
- No bumper/window stickers, other than those authorized by the fleet manager.

### **Revocation of Privileges**

- Failure to comply with TCU fleet policies
- Failure to meet Human Resources driver's license check requirements for hire/no-hire, including convictions for:
  - Hit and run
  - Driving while intoxicated
  - Drag racing
  - Manslaughter with a motor vehicle
  - Two or more moving violations within a 36 month period
  - Reckless driving
  - Two or more incidents of negligent collision with a 36 month period
- Vehicle abuse or misuse
- Revocation or suspension of driver's license
- Any driving or traffic record that precludes the operator from being insured by the university
- Evidence of disconnecting, resetting, or altering the odometer, or knowingly operating a vehicle with a disconnected odometer (immediate revocation and termination of employment)

### **Garaging**

- Operators must take all reasonable precautions to prevent damage or theft of university vehicles when parked or not in operation.
  - Roll up all windows.
  - Lock all doors.
  - Lock all valuables in the trunk so that they are not visible.
  - Where possible, park in a lighted area or where security protection exists.

### **Vehicle Expense Guidelines**

- Vehicle expenses are paid by the university.
- Employee-incurred vehicle expenses can be reimbursed via submission of an expense voucher to Financial Services.
- Expense questions should be directed to Financial Services.

### **Vehicle Replacement**

- Normally, passenger vehicles are replaced at 4 years/80,000 miles

- Maintenance vehicles are typically replaced at 8 years/100,000 miles
- Replacement periods can be adjusted w/justification on a case-by-case basis.
- For purposes of this section only, donor vehicles:
  - Are not included as part of the university fleet.
  - Are only replaced by a donor.
  - Will normally be retired at 100,000 miles.

### **Vehicle Accidents**

- All vehicle accidents must be reported within 24 hours to the fleet manager.
- If the operator is at fault, he/she may be responsible for a collision deductible up to \$500.
- In case of an accident, the operator will:
  - Obtain medical assistance for any injured parties.
  - Determine vehicle damage.
  - Obtain names and addresses of the owner(s) and driver(s) involved, driver's license number(s), vehicle registration number(s) and names/addresses of involved passengers.
  - Obtain the other party's insurance company and policy number.
  - Get the names, telephone numbers, and addresses of any witnesses.
  - If law enforcement officers are present at the scene, note their names, badge, and/or precinct numbers.
  - If no police officers are present, try to have one called to the scene.
  - Give no information except as required or requested by law enforcement officers.
  - Express no opinion as to who was at fault.
  - Sign no statement for anyone except an identified representative of the university insurance provider covering the assigned university vehicle.
  - Contact the fleet manager and TCU Risk Management as soon as possible for preliminary preparation of an accident report.
  - Keep a copy of the university's authorized reporting form for your records.
  - Complete all report required by local law enforcement and state motor vehicle authorities.
  - If necessary, obtain help in completing reports from the local police department, state motor vehicle office, or human resources manager.
  - For any demand, claim or summons served to an employee involved in an accident asserting liability, contact TCU Risk Management immediately.

### **Carts and Micro Trucks**

- Golf carts, Daihatsu's and Micro Trucks are considered equipment items.
  - Purchased from department's operations budget
  - Must be reported to Risk management director to ensure insurance coverage

- **Subject to different rules than vehicles**
  - Must not be driven on streets except to cross roads
  - Are authorized for use on sidewalks
  - Must yield to all pedestrians
  - Are not authorized on grass except to pass
  - Must not block access to/egress from buildings
  - Must be secured at night
  - Must have a “slow moving vehicle” sign attached to the back

**Questions?**

- For further information regarding university vehicles, contact the Physical Plant’s Facility Services department, ext. 5315.

**Changes**

- Suggested changes to this guide should be addressed to the Physical Plant Resources department, ext 5944.