

# **TCU Fleet Management Guide**

Texas Christian University

## **1. General**

The Texas Christian University (TCU) Facilities Department is responsible for university fleet management, and the Facilities Director of Procurement is assigned the duties of University Fleet Manager. All fleet purchases are handled by the University Fleet Manager, responsible for maintaining adequate fleet inventory levels for the university.

TCU vehicles are available for use to support University business only by personnel who are Approved Drivers. TCU expects all Approved Drivers to adhere to the provisions of this guide to promote safe and lawful operation of TCU vehicles.

## **2. Purpose**

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

## **3. Individuals/Entities Affected by this Policy**

Faculty, Staff, Student Employees, Students.

## **4. Eligibility**

- A. TCU vehicles are assigned to departments based on need.
- B. Both faculty and staff may be assigned TCU vehicles.
- C. Vehicles and vehicle eligibility may be withdrawn at any time.

## **5. Requirements**

A person must be designated as an Approved Driver by TCU Risk Management prior to driving on behalf of the University. Operators must:

- A. Possess a valid driver's license.
- B. Obtain a favorable initial background and driver's license check.
- C. Maintain a favorable driver's license check annually thereafter.
- D. Attend a Golf Cart Training course offered by Risk Management (if operator drives golf carts or utility vehicles).
- E. Undergraduate students and contractors are prohibited from operating TCU vehicles. Both however may take golf cart training and may operate non-licensed vehicles for certain tasks (Ex: Froggy 5-0).

## **6. Responsibilities**

Operators must:

- A. Operate vehicles in a safe and responsible manner.
- B. Know and abide by all driving laws including University regulations.
- C. Ensure that they and all passengers use seat belts, safety devices, or other available occupant restraints in accordance with state law.
- D. Assume responsibility for all fines or traffic violations associated with his/her use of a University vehicle or privately-owned vehicle on University business. If the fine or traffic violation is due to equipment failure on a TCU-owned vehicle, reimbursement to the driver and the cost of repair of the vehicle will be made from TCU department funds.

## **7. Licensing, Registration, Insurance, Toll Charges**

- A. Required information, including registration, proof of insurance, and accident report forms, must be current and readily accessible within each vehicle, preferably stored in a designated compartment such as the glove box, if available.
- B. Fleet management ensures all licensing and registration renewal for TCU owned or leased vehicles. It is the department's responsibility to obtain annual vehicle inspections required for license renewal. The Fleet Manager has authority to re-assign vehicles if operator/department is not reasonably compliant.
- C. Licensing and registration renewal of loaned vehicles is the responsibility of the loaning entity.
- D. The Department is responsible for payment of any toll charges.

## **8. Authorized Area of Operation**

- A. TCU vehicles may be operated in the contiguous U.S. with prior authorization from the department head.
- B. TCU vehicles may not be operated in Mexico.
- C. TCU vehicles may be operated in Canada with 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.)

## **9. Vehicle Maintenance**

- A. The operator is responsible for ensuring that his/her vehicle is maintained in a safe operating condition.
- B. Operator responsibilities include:
  - 1. Adherence to vehicle owner's manual maintenance schedules, or as directed by Fleet Management.
  - 2. Warranty maintenance.
  - 3. Documenting and reporting repairs to the Fleet Manager.
  - 4. Compliance with safety and vehicle recall requirements.
  - 5. Performing proper vehicle care including:
    - Frequently cleaning the vehicle inside and outside to maintain the high standards of the university (The Facilities "wash rack" is available).
    - Completing quarterly vehicle inspections including documenting interior and exterior vehicle condition, odometer reading, tire condition, etc. and recording in the university fleet software system.
    - Monitor oil and other fluid levels.
    - Periodically check tire pressure.
  - 6. The operator shall record maintenance and expense history for each vehicle in the university fleet software system.

## **10. Fuel**

- A. A gas pump is available at Facilities for TCU fleet vehicles, assigned for business use only.
- B. Fuel fobs for the pump are issued by Fleet Management to authorized users following a written request from the user's budget manager.
- C. Department accounts are charged at the end of each month based on actual fuel usage.

## **11. Prohibited Vehicle Uses**

- A. No driving the vehicle at speeds that are inappropriate for the type of vehicle or the road conditions.

- B. No driving of students when conditions are hazardous including, but not limited to, fog, heavy rain, snow, or ice.
- C. No transportation of hitchhikers or strangers.
- D. No use other than for TCU business.
- E. No transportation of passengers or material for compensation.
- F. No towing without prior permission of the Fleet Manager.
- G. No pushing of another vehicle.
- H. No transportation of dangerous chemicals, flammable items, firearms, or other hazardous materials without prior approval of the Fleet Manager.
- I. No bumper or window stickers, other than those authorized by the Fleet Manager.
- J. No driving under the influence of drugs, alcohol, or other consciousness altering substances (including prescription drugs) that impair driving ability or cause drowsiness.
- K. In the event of a campus closure, University vehicles cannot be driven unless the employee is designated an essential employee and is driving in the course and scope of their essential job duties.
- L. The use of cell phones while operating a Fleet vehicle is prohibited unless in conjunction with hands-free technology.
- M. University owned/leased/rented trailers cannot be pulled by personal vehicles.
- N. Police vehicles are excepted from items A., B., C., F., & H if in furtherance of legitimate public safety objectives.

## **12. Revocation of Privileges**

Operators will no longer be allowed to drive on behalf of TCU if removed from the Approved Driver's list. The Approved Driver designation may be removed for failure to meet any of the requirements in this guide including, but not limited to:

- A. Failure to comply with TCU fleet policies.
- B. Failure to meet driver's license check requirements, including, but not limited to, convictions for:
  1. Hit and run
  2. Driving while intoxicated
  3. Drag racing
  4. Manslaughter with a motor vehicle
  5. Two or more moving violations within a 36-month period
  6. Reckless driving
  7. Two or more incidents of negligent collision with a 36-month period
- C. Vehicle abuse or misuse.
- D. Revocation or suspension of driver's license.
- E. Any driving or traffic record that precludes the operator from being insured by the university.
- F. Evidence of disconnecting, resetting, or altering the odometer, or knowingly operating a vehicle with a disconnected odometer.

## **13. Garaging**

Operators must take all reasonable precautions to prevent damage or theft of university vehicles when parked or not in operation.

- A. Roll up all windows.
- B. Lock all doors.
- C. Lock all valuables in the trunk so that they are not visible.
- D. Where possible, park in a lighted area or where security protection exists.

#### **14. Towing**

- A. Trailer use is discouraged and is not permitted without prior permission of the Fleet Manager. If trailer use is necessary, the tow vehicle shall be equipped with appropriate mirrors, trailer hitch, and braking system to match the type of trailer and load being pulled.
- B. Operator must be experienced in towing trailers of similar size and capacity.
- C. Operator must ensure max towing and/or payload capacity is not exceeded.

#### **15. Vehicle Expense Guidelines**

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

#### **16. Vehicle Replacement**

- A. Replacement schedule is determined by the Fleet Manager.
- B. For purposes of this section only, donor vehicles:
  - 1. Are only replaced by a donor.
  - 2. May be retired at 100,000 miles.

#### **17. Vehicle Accidents**

- A. All vehicle accidents must be reported within 24 hours to TCU Risk Management.
- B. In case of an accident, the operator will:
  - 1. Obtain medical assistance for any injured parties.
  - 2. Determine vehicle damage.
  - 3. 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.
  - 4. Obtain the other party's insurance company and policy number.
  - 5. Exchange insurance information with other involved parties. Include the contact information for TCU Risk Management along with TCU's insurance information.
  - 6. Get the names, telephone numbers, and addresses of any witnesses.
  - 7. If law enforcement officers are present at the scene, note their names, badge, and/or precinct numbers.
  - 8. If no police officers are present, try to have one called to the scene.
  - 9. Provide information to law enforcement officers as requested. It is permissible for an operator to state that he/she is driving a TCU vehicle and that it is insured under a University policy.
  - 10. Express no opinion as to who was at fault.
  - 11. Sign no statement for anyone except an identified representative of the university insurance provider covering the assigned university vehicle.
  - 12. Contact TCU Risk Management as soon as possible for preliminary preparation of an accident report.
  - 13. Keep a copy of the university's authorized reporting form for your records.
  - 14. Complete all reports required by local law enforcement and state motor vehicle authorities.
  - 15. If necessary, obtain help in completing reports from the local police department, state motor vehicle office, or human resources manager.
  - 16. For any demand, claim or summons served to an employee involved in an accident asserting liability, contact TCU Risk Management immediately.

17. TCU's automobile policy has a \$5,000 Comprehensive Coverage Deductible. The department may be responsible for the \$5,000 deductible. If the operator is at fault, he/she may be responsible for all or part of the collision deductible.

### **18. Golf Carts and Utility Vehicles**

- A. Golf carts, utility vehicles, micro trucks, and similar vehicles have the following requirements:
  1. If approved for purchase by the Vice Chancellor for Finance and Administration, funds to purchase will be from the department's budget.
  2. Purchase must be coordinated by the Fleet Manager.
  3. Purchase must be reported to Risk Management to ensure insurance coverage.
- B. Subject to different rules than vehicles:
  1. Must only be used for University business.
  2. Require TCU logo and cart number.
  3. Must not be driven on streets except to cross roads, unless street legal.
  4. May only be driven within TCU main campus boundaries, and not driven to off-campus locations (i.e. Medical School Building, HR Building on Berry Street, etc.).
  5. Are authorized for use on sidewalks.
  6. Must yield to all pedestrians.
  7. Are not authorized on grass except to pass.
  8. Must not block access to/egress from buildings.
  9. Must be secured at night.
  10. When crossing University Drive, Golf Carts and Utility vehicles must cross at a controlled (with stop lights) intersection. Crossing at pedestrian crosswalks without stop lights is prohibited.
  11. Must have a "slow moving vehicle" sign or reflective triangle attached to the back.
  12. In crowded pedestrian areas, operators must either park and wait or proceed at a slow walking pace.
  13. Operators may not wear headsets, earphones, or earbuds while operating.
  14. All occupants in the vehicle shall keep hands, arms, legs, and feet within the confines of the vehicle at all times when the vehicle is in motion (the only exception will be to signal turns or stopping).

### **19. Twelve Passenger Vans**

- A. More than one Approved Driver must be used if traveling further than 350 miles one way or if the trip is expected to extend later than 2:00 a.m. or overnight.
- B. Rental or lease of 15 passenger vans is not permitted.
- C. Driving for a period of time exceeding four hours will require a 15-minute break or a change of drivers. There will be no more than eight hours of driving in a 24-hour period per driver.
- D. There shall be no equipment loaded on the top (roof) of vans.

### **20. e-Bikes**

- A. A helmet must be worn at all times when operating an e-bike.
- B. Operator is responsible for securing the e-bike when not in use.

### **21. Special Exceptions – TCU Police**

TCU Police are permitted the following exceptions:

- A. Vehicles may be pushed or bumped with appropriate equipment.
- B. Golf carts may be driven on public streets in limited circumstances.
- C. Contracted and/or temporary support staff may operate vehicles.

**Contacts:**

**Fleet Management**

[fleet@tcu.edu](mailto:fleet@tcu.edu)

**Risk Management**

[askrisk@tcu.edu](mailto:askrisk@tcu.edu)

**Campus Police Dispatch**

3025 Lubbock Ave., Fort Worth, TX 76109

817-257-7777