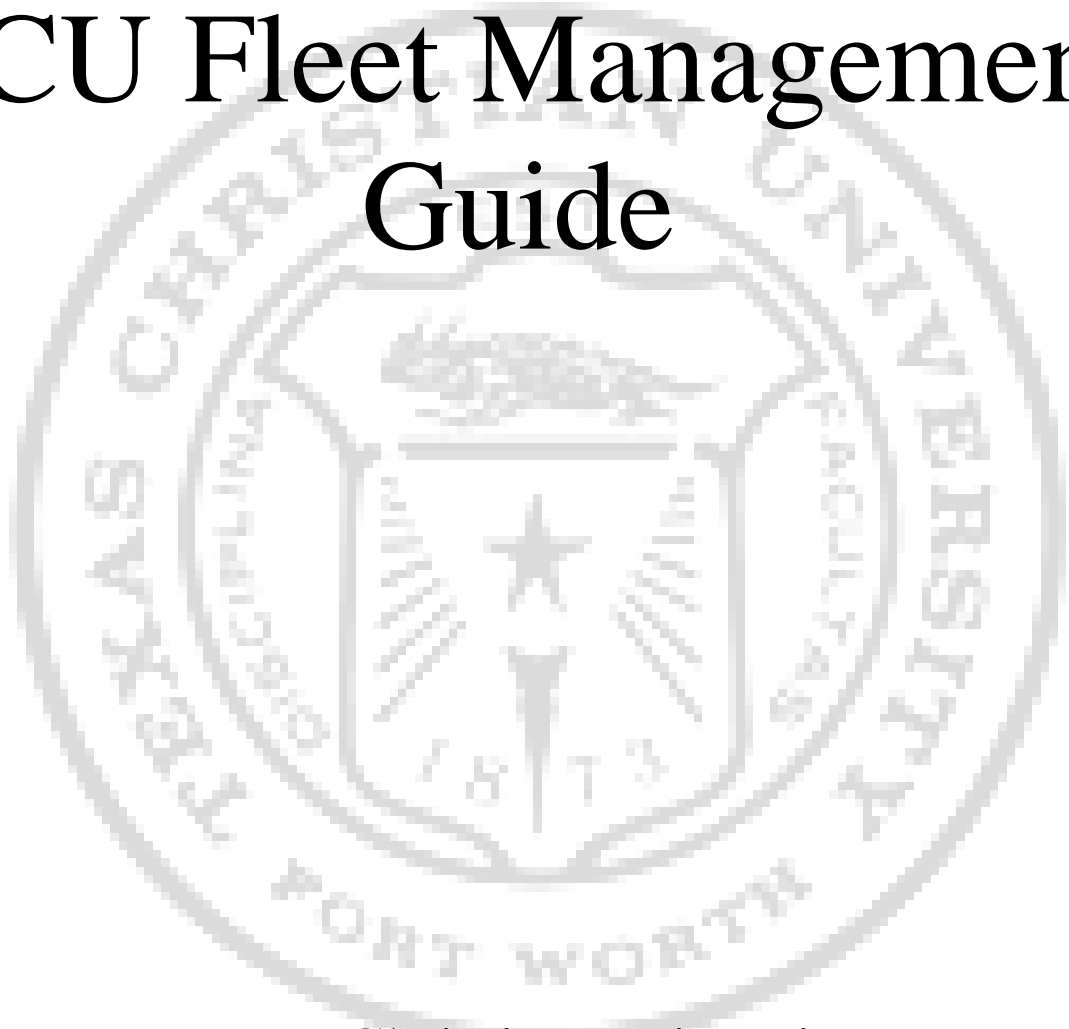


TCU Fleet Management Guide



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- Vehicles and vehicle eligibility may be withdrawn at any time without compensation.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.