

SECTION 1 FLEET OPERATIONS
SUBJECT 1.1 FLEET MANAGEMENT PLAN

INTRODUCTION

This procedure is issued to adopt the Texas Building and Procurement Commission's (TBPC) "State Vehicle Fleet Management Plan" for the operation and management of UTMB's vehicle fleet.

AUDIENCE

Applicable to all Logistics' Fleet Planning Staff.

GUIDELINES

1. All Logistics' Fleet Planning Staff shall adhere to and follow the policies/best practices established in TBPC's "State Vehicle Fleet Management Plan" for the operation and management of UTMB's vehicle fleet and administrative functions, except as noted below:
 - A. Because all UTMB vehicles are purchased from non-appropriated funds, the "Minimum Use Criteria" listed in TBPC's "State Vehicle Fleet Management Plan" does not apply to UTMB's vehicle fleet. However, the "Minimum Use Criteria" shall serve as a guideline for the proper utilization of vehicle resources.
2. The Logistics Manager who is responsible for Logistics/Fleet Planning shall be responsible for all policy and procedure implementation, monitoring, and serve as the central point of contact for TBPC's Office of Vehicle Fleet Management.

EXCEPTIONS

There will be no exceptions unless by formal addendum to this procedure or other formal written exception by the Manager for Logistics/Fleet Planning

REFERENCES

Government Code, Section 2171.104

TBPC "State Vehicle Fleet Management Plan" (<http://www.tbpc.state.tx.us/fleet/stateplan.pdf>)
