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SECTION	1	FLEET OPERATIONS
SUBJECT	1.2	VEHICLE ACQUISITION, DISPOSAL & REPLACEMENT

## INTRODUCTION

This procedure is issued to establish the processes and requirements for acquiring, disposing and replacement of vehicles for UTMB's Fleet.

## AUDIENCE

Applicable to all Logistics' Fleet Planning Staff.

## GUIDELINES

### 1. Vehicle Acquisition

- A. Specifications for the desired vehicles are submitted to the Manager of Logistics/Fleet Planning by the individual department for review and approval.
- B. If approved, the Manager will incorporate the specifications into a standard format to be given to the departmental support staff.
- C. A Requisition is then entered into UTMB's Procurement System and sent to Logistics/Acquisition, which ensures that consistent and ethical procurement practices are utilized at all times.
- D. Any contact with vendors regarding vehicle specifications is to be done by a representative of the Logistics/Acquisition or the Manager of Logistics/Fleet Planning.
- E. All bids are reviewed by the Manager of Logistics/Fleet Planning prior to being awarded.
- F. Upon receipt of a vehicle, the Fleet Service Center must receive the following documentation before accepting the vehicle:
  - Paper Tags
  - Original Certificate of Origin
  - Invoice
  - Application for Title
  - Operators Manual
  - Warranty
  - Two sets of Keys

After accepting a vehicle, the Fleet Service Center submits all paperwork to the Administration Office.

- G. The Fleet Service Center coordinates the completion of the following items for each vehicle:
  - Logos
  - Fleet Planning Vehicle Guide
  - Inventory Tagging

2. Vehicle Disposal

- A. All vehicles that are to be disposed shall first be advertised with the Texas Higher Education Coordinating Board for a minimum of 30 days.
- B. If not disposed of through the Texas Higher Education Coordinating Board, all vehicles shall be disposed of through an auto auction.
- C. All inventory tags and license plates are to be removed from any vehicle being salvaged. Tags and plates are to be turned in to the Fleet Service Center, prior to the vehicle being taken off of the UTMB campus.
- D. When a vehicle has been auctioned, or bought by another state institution, and the selling price has been confirmed by the Fleet Service Center, the place of auction or state institution, will mail (certified) or hand deliver a check to Logistics/Fleet Planning. At that time, the administrative personnel will release the vehicle title.
- E. The inventory tags, copies of the check and paperwork from place of auction are to be forwarded to the Accounting Inventory Division so that the vehicles can be removed from the departmental inventory list. A copy is also forwarded to the Fleet Service Center in order to update the State Vehicle Management System. The checks and copies of the "Used Vehicle Condition Report" should be hand carried to the Financial Service Center attached to a completed Deposit Memorandum

3. Vehicle Replacement

- A. Prior to the beginning of each Fiscal Year, Logistics/Fleet Planning will review the maintenance and mileage records of each UTMB Vehicle to determine which Vehicles need to be replaced. Vehicles eligible for replacement will based on the following general criteria:
  - Light Duty Vehicles: 6 years of service or 100,000 miles; whichever comes first
  - Medium and Heavy Duty Vehicles: 8 years of service or 100,000 miles; whichever comes first
  - All Purpose Vehicles: 15 years of service or 100,000 miles; whichever comes firstOther factors that will also be considered are maintenance costs and the vehicle's purpose.
- B. A notice will then be sent to the applicable Departmental Vehicle Coordinator informing them of the Vehicle(s) that need to be replaced and the estimated cost for replacement. If there is no response within 30 days, a follow-up notice will be sent and a phone call 10 days after that.
- C. Once the specifications for the replacement vehicle have been finalized, the request will be processed in accordance with the Vehicle Acquisition Process outlined above.
- D. Once the replacement vehicle is delivered and processed, the existing vehicle will be disposed of in accordance with the Vehicle Disposal Process outlined above.

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

Logistics/Acquisition's Policies & Procedures  
State Use Program Texas Higher Education Coordinating Board; (<http://www.theccb.state.tx.us/>)

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