
SECTION	1	FLEET OPERATIONS
SUBJECT	1.3	TITLE & SAFETY INSPECTION RENEWALS

INTRODUCTION

This procedure is issued to establish the processes and requirements for the Title and Safety Inspection Renewals of vehicles for UTMB's Fleet.

AUDIENCE

Applicable to all Logistics' Fleet Planning Staff.

GUIDELINES

1. Application for Title and Plates

- A. Check the odometer readings on all documentation to ensure that they are consistent.
- B. Send the following information to the Texas Department of Highways and Transportation:
 - Original Certificate of Origin
 - Original Certificate of Title
 - Affidavit of Application for Exempt Plates

If the vehicle is a police undercover vehicle, attach a D12 form to the paperwork along with a cover letter to Campus Police. After police signatures are received, enclose with above documentation.

- C. Normal processing time for title and plates is one to two weeks.
- D. Police undercover vehicles require annual renewal. This done through the State Department of Highways and Public Transportation in Austin.
- D. To replace lost, stolen or damaged plates, submit Form 62B to the State Highway Department.
- E. Plates belonging to vehicles that have been salvaged are to be sent to the Special Plates Division of the Department of Highways and Transportation along with registration receipts.
- F. When license plates are received, plate numbers are recorded in the State Fleet Management System and are given to the Fleet Service Center. The Fleet Service Center is responsible for assuring the placement of license plates on the correct vehicle.

2. Safety Inspection Renewals

- A. At the beginning of the third week of each month, a designated service center employee will review the Vehicle Database to determine which vehicles are due for Safety Inspection Renewals.
- B. E-mails will be sent to the Departmental Vehicle Coordinators informing them that vehicles need to be scheduled for Safety Inspection Renewals. The service center employee will contact any department that does not respond to the e-mail, and coordinate a time for the inspection to be done.

- C. Once completed, all Safety Inspection Renewals will be recorded in the Vehicle Database and in the State Vehicle Management System.

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
