
SECTION 2 DEPARTMENTAL OPERATIONS
SUBJECT 2.1 VEHICLE USE & ADMINISTRATION

INTRODUCTION

This procedure is issued to establish the proper use and administration of UTMB Vehicles by UTMB Departments.

AUDIENCE

Applicable to all institutional staff and administrative personnel.

GUIDELINES

Failure to follow this procedure and its guidelines may result in disciplinary action, up to and including termination.

1. Vehicle Use

- A. Use of UTMB vehicles is permitted when conducting UTMB business only.
- B. Driver must be eligible to operate a UTMB vehicle (see Section 5, Driver Eligibility, below) and have a valid Texas Drivers license for the type of vehicle they are operating (e.g., Class C, CDL, etc.).
- C. Passengers may only include UTMB employees and/or guest of UTMB. The transporting of hitchhikers is not permitted.
- D. No UTMB vehicle shall be used for personal reasons. Generally, vehicles shall not be kept over night at one's place of residence. Only when it is in the best interest of UTMB for economical reasons, or when it is conducive to efficient operations shall any driver retain possession during non-duty periods. Due to the diverse nature of UTMB departmental responsibilities, authorization must be granted by the individual department head and approved by Logistics/Fleet Planning.
- E. Safety belts are to be worn at all times by drivers and passengers. It is the responsibility of the driver to ensure that passengers are buckled up.
- F. Drivers must drive appropriately for weather and road conditions in observance of all speed limits and traffic laws.
- G. Equipment that facilitates illegal or unsafe driving (i.e. radar detectors) is not permitted in UTMB vehicles.
- H. Drivers who are known to be under the influence of drugs and/or alcohol while operating a UTMB vehicle will be severely reprimanded, including possible termination of employment.
- I. Smoking is not permitted in any UTMB vehicle.
- J. All drivers and passengers should be respectful of UTMB property and take proper care of vehicles during use.

- K. All drivers of UTMB vehicles shall perform routine, pre-trip inspections of the vehicles before daily use. The goal of such inspections is to reduce and eliminate all potential mechanical failures which are reasonably preventable. At a minimum, the driver shall visually observe those vehicle components which will alert the operator of potential problems. The following checklist is used:

- Check tire condition and air pressure
- Check for leaks of any kind
- Check all fluid levels, including engine oil, anti-freeze, battery levels, brake fluids, transmission oil, and windshield washer fluid
- Check for adequate engine fuel
- Check all belts, hoses, tags, gauges and inspection sticker
- Check operating condition of brakes, windshield wipers and horn

Failure to perform these pre-trip inspections could result in vehicle breakdowns and/or damage to the vehicle.

- L. Each Driver shall complete a Trip/Vehicle Log containing all the required information and in the form provided by Logistics/Fleet Planning. The Trip/Vehicle Log shall be submitted to Logistics/Fleet Planning as required.

- M. In the case of UTMB vehicle breakdowns, the driver should immediately stop driving the vehicle and notify the Fleet Service Center. Any deficiencies in the vehicle's operating condition must be attended to before operating the vehicle again, especially if the condition renders the vehicle hazardous to the operator, passengers, or others.

- N. Use of 15-passenger vans

- All 15-passenger vans must be operated only by experienced, authorized Drivers who understand and are familiar with the handling characteristics of the vans, especially when the van is fully loaded. This shall include having operators of 15-passenger vans attend van-specific training, including behind the wheel, on the road, training.
- Seat belt shall be used at all times by all occupants of 15-passenger vans.
- 15-passenger vans shall not be used to carry more than 9 occupants (including the driver) at any one time except when carrying between 10 and a maximum of 15 occupants (including the driver) on inner-campus, non-public streets only, provided that 1) the van does not cross over or travel on public streets and 2) the van is not driving at a speed in excess of the posted campus speed limit, or in excess of 15 mph if there is no posted campus speed limit.
- The total hours a Driver may drive in any twenty-four hour period is limited to ten (10) hours. Trips requiring more than ten hours driving time to reach a point of destination will require overnight lodging.
- The vehicle must be properly loaded. Consult the owner's manual to determine the maximum safety load for the vehicle and the proper distribution of that load. Passengers shall be seated only in recognized seats and in an arrangement designed to spread out the load. Luggage shall be placed in the rear behind the last seat and shall not be allowed on the roof when the van is being operated.
- Tires shall be inspected before each trip to assure they are properly inflated and not worn.
- Drivers shall take a mandatory thirty-minute rest break every four hours.
- For trips scheduled for longer than 2 hours, a navigator must be assigned to assist the Driver. The navigator must stay awake while on duty.

- O. Each Department that operates a UTMB Vehicle is required to periodically clean the exterior and interior of the Vehicle as warranted. Unkempt vehicles will be reported to the Department Director/Chairman

2. Accident Reporting

- A. If involved in an accident, regardless of fault, immediately call the local police, and request an Accident Report. While at the scene of the accident, you shall attempt to obtain as much information as possible, including the license plate number of any vehicles at the scene, and insurance information from the other parties involved in the accident. As soon as possible, call your Departmental Vehicle Coordinator to report you were involved in an accident and notify Fleet Service Center.

You should advise other parties involved in the accident that the accident will be reported to UTMB's insurance company who will be in contact with the claimant. You should not make any representations regarding insurance coverage to other parties involved in the accident, because the insurance company's adjuster will make the determination of coverage available under the insurance policy.

- B. If the vehicle is drivable, take it immediately to the Fleet Service Center. If the vehicle is not drivable, call the Fleet Service Center to arrange for a tow.

3. Traffic Violations, License Suspension

- A. If you receive a traffic citation, whether on duty or off-duty and/or operating a UTMB Vehicle or not, immediately notify Departmental Vehicle Coordinator of the reason and type of citation you received.
- B. If your Drivers License is suspended for whatever reason you may not operate a UTMB vehicle. Your should immediately notify Departmental Vehicle Coordinator if this occurs.
- C. All traffic citations are the Drivers responsibility. UTMB will not pay the citation or, in most cases, defend the driver in court.
- D. The number of traffic citation may effect the Drivers eligibility to operate a UTMB vehicle.

4. Fueling UTMB Vehicles

- A. UTMB's fueling station is only for UTMB vehicles. Both unleaded and propane (LPG) fuels are available at the fueling station.
- B. A fuel key for each UTMB vehicle is assigned by the Fleet Service Center. Instructions on how to use the fuel keys and fuel the vehicle are printed on the Fuel Management System located at the service center fueling station. Problems or concerns regarding the fuel key and fueling should be addressed to the Fleet Service Center.
- C. The Fleet Credit Card is available for off-campus vehicles. The card can only be used for fuel and minor maintenance/repairs. Contact your Departmental Vehicle Coordinator to request a card.

5. Driver Eligibility

- A. Authorization of Drivers for the use of UTMB vehicles shall be limited to employees of the UTMB unless otherwise approved in writing by the Vice President for Business and Administration (VPBAA). Logistics/Fleet Planning maintains a list of all authorized drivers of UTMB vehicles (listed alphabetically) to include:
- Driver's name (as it appears on his or her license)
 - Driver's license number
 - Date of birth
 - Driving status (acceptable or not acceptable)
 - Date of last training/counseling
 - Notations regarding any misconduct with the vehicle, any reprimands concerning his or her driving
 - Any positive remarks regarding his or her safe driving

- B. Before employing a person as a Driver of a UTMB vehicle Logistics/Fleet Planning shall request from the Texas Department of Public Safety a list of convictions for traffic violations contained in the department records on the potential employee and a verification that the person has a valid driver's license issued by the State in which the person permanently resides. UTMB authorized drivers will have their MVR checked by UTMB:

- At least every twelve months after initially authorized;
- Promptly after the employee has been involved in an automobile accident while driving on official University business; and
- Promptly after the employee receives a moving traffic citation while on official University business.

Authorized Drivers and applicants seeking a position that requires authorization to operate a UTMB vehicle will be evaluated on the most recent three-year history reflected on their MVR and points will be assigned according to UT System's Business Procedure Memorandum No. 16-05-02. If the total points equal four (4) or more for the immediately preceding 36 months, the person shall not be authorized to operate UTMB vehicle for official University business. If UTMB is unable to obtain a three-year driving record history, the Vice President for Business and Administration may use his/her discretion to authorize the employee to operate a University-owned vehicle for official University business.

- C. All Drivers must attend Logistics/Fleet Planning's Driver Safety Course within thirty (30) days of being assigned to operate a UTMB vehicle. Thereafter, they must attend the course, at least, once every three (3) years while their duties include the operation of a UTMB vehicle.

6. Departmental Administration

- A. All Departments that operate a UTMB vehicle must have an assigned Departmental Vehicle Coordinator to ensure compliance with Logistics/Fleet Planning's Policies and Procedures, coordinating their Department's vehicle resources, maintenance/repairs, drivers, etc., and reporting Driver and vehicle issues to Logistics/Fleet Planning. Their duties, at a minimum, include:

- Ensuring Trip/Vehicle Logs are completed and submitted to Logistics/Fleet Planning
- Requesting and utilization of fuel keys and cards
- Ensuring Vehicles are cleaned and presentable
- Ensuring preventative maintenance/safety inspections are scheduled in a timely manner
- Processing Logistics/Fleet Planning's vehicle lease, fuel, and maintenance/repair billing
- Timely reporting of vehicle accidents, driver traffic citations, and suspensions
- Assessing their Department's vehicle needs and utilization requirements

- B. The Departmental Vehicle Coordinator shall also be responsible for the assignment of Vehicles. Vehicles will be assigned to each department by Logistics/Fleet Planning. The Departmental Vehicle Coordinator will then assign those vehicles to an authorized driver.

In those instances where the Department operates a "Motor Pool", the Departmental Vehicle Coordinator will be responsible for checking out and receiving back the Motor Pool Vehicles from an authorized driver and documenting its use.

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

UTMB's Handbook of Operating Procedures No. 8.1.15; (<http://www.utmb.edu/policy/ihop/search/08-01-15.pdf>)
