

Texas A&M University System Comprehensive Compliance Plan

September 6, 2010

Currently each state agency manages its own fleet of vehicles and is required to report data to the Office of Vehicle Fleet Management (OVFM). The OVFM is tasked with data management and reporting to the Texas State Legislature. Texas Performance Review, March 1999, reported that it costs the state seven cents more per mile to operate its vehicles than the federal government. As a result, *House Bill 3125* was introduced and passed during the 76th Legislative Session.

House Bill 3125 mandated the Office of Vehicle Fleet Management to develop a management plan for the state fleet. The management plan was to provide detailed recommendations for improving administration and operation of the state's fleet.

The Office of Vehicle Fleet Management adopted the resulting State Vehicle Fleet Management Plan (Plan) on October 11, 2000. In May 2010, the Plan was updated. In the updated plan, vehicles purchased with state-appropriated funds are subject to all requirements of the Plan. Agency vehicles purchased with non-appropriated funds are subject to all requirements except minimum use criteria. **Institution of Higher Education** vehicles purchased with non-appropriated funds are exempt from all Plan requirements but must adhere to the Plan's reporting requirements to satisfy Texas Government Code 2171.101. Per Government Code, 2171.105 and the State Fleet Plan page 6, Vehicle Utilization and Minimum use requirements do not apply to **Institutions of Higher Education**.

Administration of the Vehicle Fleet Management Plan

The Plan contains requirements and methods for increasing efficiency and improving the administration and operation of the state's vehicle fleet as required by CCG. The Chief Business Officer, with the concurrence of the President of Texas A&M University, will appoint the Director of Transportation Services or designee as The Texas A&M University System (TAMUS) Fleet Manager (Manager). Each member will appoint a site coordinator to administer the Plan at the member level.

Texas A&M University System

Texas A&M University System (TAMUS) developed a Comprehensive Compliance Plan (CCP) to establish responsibilities and provide guidance with the Plan. The CCP developed will be used by each agency, university and the health science center (member). Each member will establish an Operational Guide (Program). Members may develop more explicit Rules and Standard Administrative Procedures.

Fleet Management Structure

1. Structure

The structure of responsibility is shown below:

TEXAS GOVERNMENT CODE Section 2171
State Council on Competitive Government (CCG)
Office of Vehicle Fleet Management (OVFM)
State Vehicle Fleet Management (Plan)
Texas A&M University System
System Regulation 21.01.08 - Vehicle Fleet Management (Regulation)
TAMUS Fleet Manager (Manager)
Comprehensive Compliance Program (CCP)
System Member (Member)
Site Coordinator
Member Operational Guide (Program)
Vehicle Coordinator
Vehicle Operator

2. Definitions

System Fleet Manager – Individual appointed by the Vice Chancellor for Business Services responsible for maintaining the CCP.

Site Coordinator – Member appointed individual responsible for developing the member Program and ensuring member compliance with the Regulation, CCP and member Program.

Vehicle Coordinator – Individual appointed by the dean, department head or director to coordinate all vehicle usage and provide a point of contact for the Site Coordinator.

Vehicle Operator – Any individual who operates a TAMUS vehicle.

3. Responsibilities

System Fleet Manager

The Manager will have the responsibility of developing and updating System Regulation 21.01.08 that governs vehicle fleet management for TAMUS. The Manager is also responsible for the development of the CCP which will establish responsibilities and provide guidance for compliance within TAMUS.

Site Coordinator

Each member shall appoint an individual specifically responsible for the management of its fleet and for reporting to OVFM. This/these person(s) shall serve as the principal point of contact for OVFM with regard to fleet matters and may make fleet management decisions within OVFM guidelines.

Responsibilities:

- Development of the member Program
- Vehicle purchasing decisions
- Vehicle replacement decisions
- Preventive maintenance decisions
- Repair decisions
- Vehicle assignment and use decisions
- Disposal decisions
- Member compliance with the Regulation, CCP and member program
- Collection and submission of the all Data Elements into the Texas Fleet System
- Ensure all data entered into TxFS is accurate and correct
- Vehicle accident reporting for member to System Risk Management
- Provide training for vehicle coordinators as needed
- Review, update and distribute the member operational guide as necessary and
- Review of reported inappropriate usages of state vehicles

Vehicle Coordinator

Individual appointed by the dean, department head or director to coordinate vehicle usage and provide a point of contact for the Site Coordinator.

Responsibilities:

- Central point of contact for the site coordinator
- Provide information and assistance as required by the site coordinator
- Maintain completed State of Texas Vehicle Use Reports within the department for auditing purposes
- Provide information to the site coordinator for collection and submission of the all Data Elements into the Texas Fleet System
- Ensure vehicles are used for business directly relating to the responsibility of the department or institution
- Ensure all vehicle maintenance is completed in accordance with the member's program
- Report all accidents to site coordinator and System Risk Management within 24 hours of accident
- Ensure a Motor Vehicle Accident Report is forwarded to the site coordinator and System Risk Management within 48 hours
- Ensure the State of Texas Vehicle Use Reports is completed and all information is accurate and correct
- Provide necessary documentation to the dean, department head or director to program and establish funding necessary to lease, rent, replace and maintain vehicles as required
- Provide guidance and information as needed for vehicle operators.
- Be knowledgeable of and promote compliance with the Regulation, this CCP and member program

Vehicle Operator

Individuals operating TAMUS vehicles.

Responsibilities:

- Possess and maintain a valid driver license or commercial driver license when required
- Ensure vehicles are not used for any purpose other than official business
- Enter information into the State of Texas Vehicle Use Report on a per trip basis and check the information for accuracy
- Provide a copy of the State of Texas Use Report to the vehicle coordinator for collection and submission to the site coordinator
- Report any mechanical problems to the vehicle coordinator
- Report accidents to the vehicle coordinator immediately
- Assist with the completion of the Motor Vehicle Accident Report and any additional accident paperwork
- Follow all state laws associated with vehicle operation
- Keep vehicles secured when not in operation and
- Be familiar with the Regulation, the CCP and the member Program.

Member Operational Guide

Each member operating fleet vehicles shall maintain written policies and procedures governing operations. These policies and procedures shall be submitted to OVFM electronically or be made available online to affirm that appropriate policies and procedure are maintained and kept current in order for the member to retain its vehicle purchasing authority. Members are encouraged to adopt practices specific to their fleets. Any additional policies and procedures must be consistent with the requirements of the plan. Vehicle operation policies and procedures shall address, but are not limited to:

- Driver eligibility;
- Use of personally-owned vehicles;
- Vehicle acquisition;
- New vehicle delivery and acceptance;
- Vehicle replacement schedules;
- Disposal of used vehicles;
- Preventive maintenance;
- Vehicle cleaning;
- Warranty tracking;
- Repairs;
- Safety training and accident reporting;
- Traffic violations;
- Registration renewals;
- Responsibilities of drivers;
- Vehicle assignment or motor pool procedures;
- Appropriate use of state vehicles;
- Commitment to provide Staffing Support;
- Timelines for performing Replacement Analysis;
- Procedures for determining Vehicle Needs.

Texas Fleet System (TxFS)

Members are required to use the TxFS, a web-based fleet management system to report data to OVFM. Members will be assessed an annual system support fee based on active fleet size as reported by TxFS during the last quarter of the previous fiscal year. Site Coordinators may access the system by going to: <https://txfs.ovfm.state.tx.us>.

OVFM will maintain the documentation for TxFS and post changes to those documents on the OVFM web site as they occur. These may be viewed and downloaded at:

<http://www.window.state.tx.us/supportserv/prog/vfleet/datareport>.

Questions about or recommendations for documentation changes should be sent to OVFM at ovfm@cpa.state.tx.us.

Data Collection and Agency Reporting Requirements

Members shall submit their vehicle fleet reports on a quarterly basis between the 45th and 60th day following the end of the reporting quarter date. Members are encouraged to provide monthly electronic fleet data updates to OVFM.

Members must report complete vehicle information through TxFS in compliance with Texas Government Code 2171.101. An agency that fails to report complete vehicle information shall be reported to the Legislature in the OVFM annual report. Specific data collection requirements are detailed in Appendix A.

Training requests should be directed to OVFM and may be provided on-site. Travel costs for training outside the metropolitan Austin area shall be paid by the requesting member. Site Coordinators may access a training database link located on the same web page as that for training users. This TxFS version will be kept current with the production system and regularly refreshed with current fleet data for all agencies.

Two categories of data elements exist for TxFS: Required Data Elements and Optional Data Elements. Required Data Elements are those data elements necessary for fleet managers to complete their quarterly reports on the status of their fleets. Optional Data Elements are those data elements available for use by fleet managers to assist in managing their fleets and producing various agency level fleet reports. Appendix A contains both categories. Members will maintain detailed supporting documentation for all reporting requirements according to the State of Texas Records Retention Schedule.

Appendix A: Fleet Management Reporting Requirements

Required Data Elements

Data No.	Data Name	Entry Frequency	Data Description
1.	Agency Number	Once	Three-digit state agency number as defined by the CPA
2.	Parent Agency	Once	Complete name of owning agency
3.	Vehicle Identification Number	Once	Vehicle identification number as defined by the manufacturer.
4.	Year	Once	Year in which vehicle was manufactured
5.	Make/Manufacturer	Once	Vehicle manufacturer
6.	Model	Once	Vehicle Model
7.	SPA Number	Once	State Property Accounting number
8.	Meter Type	Once	Type of use tracked by the vehicle's odometer calculated in miles or hours
9.	In-service Odometer Reading	Once	Odometer reading at time vehicle is entered into state services
10.	Vehicle Class Code	Once	Vehicle type defined by SPA class code
11.	Fuel Type	Once	Fuel type used by the vehicle
12.	Acquisition Date	Once	Date vehicle was accepted or received
13.	In-service Date	Once	Date vehicle entered into use for agency operations
14.	Acquisition Cost	Once	Original cost to acquire vehicle
15.	Procurement Funding Sources	Once	Source of funds for vehicle purchases
16.	License Plate Number	Once	License plate number as listed on registration
17.	Planned Disposal Date	Once	Expected date of vehicle replacement based on Fleet Management Plan or other replacement guidelines
18.	Out-of-service Date	Once	Date vehicle permanently removed from agency service
19.	Wheelbase	Once	Vehicle's wheelbase measurement as provided by the manufacturer
20.	GVWR	Once	Gross Vehicle Weight Rating provided by the manufacturer
21.	Fuel Capacity	Once	Maximum number of gallons of fuel the vehicle is capable of carrying
22.	Tier	Once	EPA overall fuel efficiency grading for a vehicle
23.	Bin	Once	EPA rating scale of 1-10 for clean fuel. It is combined with Tier for grading vehicles. 5 is average; 3 is required for agency passenger vehicles.

Data No.	Data Name	Entry Frequency	Data Description
24.	Transmission Type	Once	Designation of manual or automatic transmission
25.	Drive Type	Once	Designation of 2 or 4-wheel drive
26.	Vehicle Emissions Rating	Once	EPA Greenhouse gas score of vehicles denoted by Tier and Bin rating as provided by the manufacturer
27.	Passenger Capacity	Once	Total number of individuals the vehicle can carry including the driver
28.	Odometer Reading at Disposal	Once	Odometer reading at time of disposal
29.	Disposal Date	Once	Date vehicle was sold or ownership was transferred
30.	Disposal Price	Once	Gross vehicle sale price or total value from other disposal method
31.	Odometer Reading	Occurrence	Most recent odometer reading
32.	Odometer Reporting Date	Monthly	Date of most recent odometer reading
33.	Physical Location	Update	Location code for the facility, region, district or section where the vehicle is assigned
34.	Assignment/ Management Unit	Update	Organization to which the vehicle belongs
35.	Shop Location	Update	Location where vehicle maintenance is performed
36.	Primary Purpose	Update	Vehicle's primary purpose
37.	Primary Purpose Narrative	Update	Detailed description of the primary purpose of the vehicle
38.	Capitalized Value	Update	Total cost of vehicle (new or transferred) including conversions, members, and/or add-ons affixed to the vehicle
39.	Added Equipment Cost	Update	After market vehicle additions, such as tool boxes, cargo racks, light bars, radios, etc.
40.	Commute to Home	Update	Designation of vehicle used to commute to and from an employee's home
41.	PM / Repairs	Occurrence	Description of preventative maintenance work and repairs performed
42.	PM / Repairs Facility	Occurrence	Type of shop where the preventative maintenance or repair work was performed
43.	PM / Repairs Cost	Occurrence	Total cost of maintenance and repair work conducted
44.	PM / Repairs Time	Occurrence	Time between receipt of vehicle at maintenance facility and completion

Data No.	Data Name	Entry Frequency	Data Description
45.	Fuel Source	Occurrence	Type of fueling facility used: in-house, commercial or interagency
46.	Fuel Type Used	Occurrence	Type of fuel purchased
47.	Fuel Quantity	Occurrence	Quantity of fuel purchased, in gallons or gallon equivalents
48.	Fuel Cost	Occurrence	Total cost of fuel purchased
49.	Incidental Lubricant Cost	Occurrence	Cost of lubricants used during preventative maintenance and repairs
50.	Assignment Detail	Update	Individual or group to which vehicle is assigned
51.	Assignment	Update	Designates vehicle as assigned to an individual, group or motor pool

Optional Data Elements

Data No.	Data Name	Entry Frequency	Data Description
1.	PM Schedule	Optional	Preventative maintenance schedule
2.	Number of Tires	Optional	Number of tires needed to operate the vehicle
3.	Tire Size	Optional	Tire specifications as provided by the vehicle manufacturer
4.	Engine Oil Capacity	Optional	Engine oil capacity in quarts or liters
5.	Transmission Fluid Capacity	Optional	Transmission fluid capacity in quarts or liters
6.	Downtime	Optional	Total time vehicle was out of use during repair or maintenance work including transfer time before and after work is conducted
7.	Incidental Lubricant	Optional	Lubricants used during preventative maintenance and repairs, such as engine oil, transmission and brake fluids
8.	Incidental Lubricant Quantity	Optional	Quantity of lubricants used during preventative maintenance and repair
9.	Accident/Incident/Repair Expense	Optional	Total cost to repair damage unrelated to normal use of vehicle, e.g., weather
10.	Engine Size	Once	Engine size, in either liters or cubic inches as provided by the manufacturer
11.	Number of Cylinders	Once	Number of engine cylinders
12.	EPA MPG Rating	Once	Average mileage in the city and highway as approved by EPA and provided by the manufacturer
13.	Depreciation Rate	Once	Rate at which vehicle's value will be depreciated
14.	Number of Trips	Monthly	Total number of trips vehicle completes during the month
15.	Number of Passengers	Monthly	Total number of passengers transported in the vehicle during the reported month
16.	Accumulated Depreciation	Update	Dollar amount of the vehicle's appreciated value to date
17.	Current Book Value	Update	Book value of vehicle as carried in SPA system
18.	Standard Labor Rate	Update	Standard labor rate Value of maintenance and repair work
19.	Factory installed Options	Once	Optional equipment installed by the manufacturer prior to purchase or delivery

Entry Rate Key:

- Once Enter value once during life of vehicle, generally when entering a new vehicle.
- Monthly Enter value monthly.
- Update Update value as changes occur.
- Occurrence Enter value as activities occur.
- Optional May be used by agency choice.