



[TEEX 33.04.99.N0.01] [Use of TEEX Vehicles and State Fleet Cards]

Approved: September 19, 2006

Revised: November 12, 2015

Revised: March 1, 2022

Next Scheduled Review: March 1, 2027

Summary

To provide guidelines for the use of TEEX vehicles and State Fleet Cards. TEEX vehicles and State Fleet cards are to be used for conducting State of Texas/TEEX official business only. In accordance with the Tobacco Free Environment Agency Rule, all TEEX vehicles and those leased by TEEX are to be tobacco free. Transporting individuals who are not State employees or who are not being transported to conduct State/TEEX business is prohibited.

Requirements

1. Responsibilities of Employees/Drivers:

Employees must be properly licensed to drive.

Employees must comply with safety regulations and traffic laws.

1.1. Accidents:

Drivers are required to report accidents to their immediate supervisor within 24 hours.

Supervisors are to notify the TEEX fleet manager/Financial Services within 24 hours. Fleet Manager: Kail Fickey, kail.fickey@teex.tamu.edu, 979-458-6583

Reporting Guidelines:

1. The System [Motor Vehicle Accident Report](#) must be completed by the driver and submitted by their supervisor to the TEEX fleet manager within 48 hours.
2. All accidents involving a state vehicle should be reported to the local police department to have it documented. A Police Report must be obtained by the division and sent to the TEEX fleet manager within 48 hours of receipt.
3. Section 1 of the TEEX [Accident Investigation Report EHS-3](#) must be completed by the drivers' immediate supervisor and submitted to TEEX HR and the agency Safety Coordinator within 24 hours.
4. Sections 2 and 3 of the TEEX [Accident Investigation Report EHS-3](#) must be submitted to the agency Safety Coordinator no later than ten (10) calendar days after Section 1.

The [Vehicle Accident Checklist \(FS-47\)](#) is available to assist with completing the necessary paperwork.

2. Assignments of Vehicles:

State law requires that written permission must be granted to allow an employee to be assigned a state vehicle. (*Assignment of a vehicle to an individual administrative or executive employee on a regular basis is prohibited without written documentation that the assignment is critical to the mission of the agency or institution.*)

The division Accountable Property Officer (APO) or designee must submit a completed [Vehicle Assignment Request Letter \(FS-105\)](#) to TEEEX Financial Services listing the person responsible for the vehicle. Each vehicle assignment will remain in effect once approved until the APO or designee notifies the TEEEX fleet manager that an assignment is no longer effective by submitting a [Property Update Form \(FS-104\)](#) for a previously assigned vehicle. TEEEX employees who have been assigned a vehicle may park their vehicles at their designated headquarters which may include rented/lease property or their approved home office.

3. Care of Vehicles:

Vehicle maintenance and repairs are the responsibility of each division or administrative department. Preventative maintenance should be completed in accordance with the manufacturer recommended intervals as per the [State Vehicle Fleet Management Plan](#). Use the U.S. Bank Voyager Fleet card for fueling, oil, maintenance, repairs and roadside assistance for state/TEEX owned vehicles. A listing of locations that accept the Voyager card is on the [Voyager Acceptance Locations section](#) of the U.S. Bank website. Fuel may also be purchased from the TAMU Transportation department. Fuel cards are assigned to specific vehicles and not to individuals. For leased vehicles, any maintenance and/or preventative repairs covered under the Enterprise maintenance plan can either be billed directly to Enterprise by the in-network service provider or the division may pay the invoice with Voyager and submit the paid invoice to Enterprise for reimbursement.

4. Exceptions:

The Voyager card cannot be used for rental cars. Go-Cards during travel can be used for charges associated with rental vehicles. Pro-Cards during business operations and deployments can be used for charges while using a rental vehicle.

While using a rental vehicle for the above situations and an employee is unable to utilize the appropriate payment card options, then a personal credit card may be used. For purchases on a personal credit card, the purchaser must document why they were not able to use the approved cards.

5. Vehicle Use Reports:

[Vehicle Use Reports \(FS-46\)](#) are to be completed for each trip and submitted monthly to the division's business office by the 5th calendar day of the following month. The Vehicle Operations Interdepartmental Charge-out Sheet and the Vehicle Use Reports are to be submitted to the agency financial services department no later than the 15th calendar day of each month for the previous month's reports.

6. New Vehicle – State Required Information Form:

The [New Vehicle – State Required Information \(FS-45\)](#) must be completed for each new vehicle and attached to the voucher at the time of payment. This form is required for all motorized vehicles that have a Texas license plate. It provides data required by State of Texas Fleet database. Financial Services is responsible for entering the data to the state's database.

7. Leasing a Vehicle:

TEEX has a contract with Enterprise Fleet Management for leasing vehicles. If a Division/HQ department chooses to lease a vehicle, a detailed buy-versus-lease study must be performed prior to entering into a lease arrangement to ensure the most cost-effective method of acquisition is utilized. All leased vehicles must be entered into State of Texas Fleet database at the time of entering into a lease. The [New Vehicle – State Required Information \(FS-45\)](#) must be completed for each new leased vehicle and submitted to the fleet manager prior to/at the time of vehicle delivery. This form is required for all motorized vehicles that have a Texas license plate. It provides data required by the State of Texas Fleet database. Financial Services is responsible for entering the data into the state’s database.

8. Training Requirements:

Each Division Director is responsible for designating an individual who will be assigned the responsibility of familiarizing their employees who drive TEEX vehicles with the requirements outlined in the [State Vehicle Fleet Management Plan](#), the [Texas A&M University System Comprehensive Compliance Plan](#) and the [Texas A&M University System Asset Management Manual](#). The designated person’s name must be submitted to the TEEX fleet manager as point of contact.

Quality Assurance Measures (Required)

Financial Services report all vehicle inspections, mileage, any maintenance and/or preventative repairs to Texas Fleet Management System (TxFS) on a monthly basis. It allows us to monitor our fleet maintenance and other vehicle information that assist in managing our fleet.

Financial Services conducts an annual monitoring to ensure that the vehicle mileage logs match the odometer.

Related Statutes, Policies, or Requirements

- [State Vehicle Fleet Management Plan](#)
- [System Policy 33.04](#)
- [System Driver Guidelines](#)
- [Texas A&M University System Asset Management Manual](#)
- [Texas A&M University System Comprehensive Compliance Plan](#)
- [Tobacco Free Environment Agency Rule](#)

Office of Responsibility

Financial Services
(979) 458-6583