

SUMMARY OF FLEET GUIDELINES

December 2022

The Monthly Use Report forms are specific to each vehicle (the form should stay in its' corresponding vehicle). Fuel cards are also specific to each vehicle – only use the vehicle's assigned fuel card.

ALWAYS fill out the Monthly Use Report – date, trip beginning odometer reading, trip end odometer reading, note mileage, enter purpose of trip, number of passengers, purpose of trip, etc. Walk around the vehicle to check potential issues – do the tires appear to be in good condition / do they need air; check that lights are working as well as windshield wipers, etc.

ALWAYS fill out the Passenger List form. A full listing of ALL passengers is required! In addition, the location of where each passenger is seated in the vehicle must be noted.

Waivers from students need to be utilized!

IF taking a University vehicle out of the United States, there are many time-consuming steps, processes and requirements. Start planning approximately four months in advance.

DRIVERS –

Non-Employees of the University **are strictly forbidden** to operate a University-owned vehicle.

All Drivers (student employees, faculty, staff of the University) are required to hold a current, valid Drivers License. It is also suggested that drivers have their own personal vehicular and health insurances.

Drivers must be age 18 or older; Drivers Licenses from other states are acceptable if they are current and valid.

No one younger than 8 years old shall be a passenger in a University vehicle.

If a vehicle has only two seatbelts in the front seat area – no passengers are allowed in the back (such as cargo van).

Golf Carts and UTVs require other / further training through TrainTraq.

Drones (unmanned aircraft systems) are considered vehicles and there are many rules and processes than accompany their use. Contact DeeAnn Haney before using a drone.

INSURANCE -

It is best practice to place *multiple* copies of the vehicle's insurance information sheet in each vehicle. In the event of an accident, copies to share with other parties will be readily available.

The most up-to-date proof of insurance memo will be sent out to each department that hold vehicles on their inventory – this will come from Debbie Dell / Manager, Risk and Compliance.

Again, it is also suggested that drivers have their own personal vehicular and health insurances.

ACCIDENT REPORT –

In the event of an accident, CALL 911. Fill out the Motor Vehicle Accident Report form and submit to Risk Management within 24 hours! Try to find witnesses and also have them fill out an Accident Witness form, if possible. Notify Debbie Dell and/or Susan Lee in the event of an accident as soon as possible.

Guidelines and Steps for Department Vehicle Use

(If the van is going to be used for travel outside the Continental United States, there are additional forms, steps, and approval that need to be taken. Contact Risk Management at the beginning of the approval process.)

Initial Steps:

1. Employee or Staff? _____
2. Drivers over 18? _____
3. Driver completed Background Check through the TAMUG Police Department?
 - a. Certificate Attached? _____
4. If a Van is being used, has Driver completed TrainTraq: 2114470 Large Capacity Van Training?
 - a. Certificate Attached? _____
 - b. ALL trainings should be tracked and a log kept. Renewals are yearly and should be noted in the tracking log. _____

Checking the Vehicle:

- 1) Book up to date? Copies of each form in book?
 - a) Passenger Manifest filled out with names, contact details and seat location? _____
 - b) Key/Fob _____
 - c) Log Book
 - i) Check beginning mileage – does it match the log book? _____
 - ii) Record ending Mileage _____
 - d) Fuel Card (check expiration date)
 - i) Furnish account number for fuel usage _____
 - e) System Auto Plan Memo and Outline _____
 - f) Motor Vehicle Accident Report _____
 - g) Accident Witness Form _____
 - h) Tax Exempt Form _____
 - i) If Van, Van Safety Procedures _____
- 2) Walk Around the Vehicle to check for any damage and note any. _____
- 3) Check tires for good tread _____
- 4) Check gas gauge: Van should be returned with same amount of gas that it left with _____
- 5) Check and Set Mirrors _____
- 6) # of Passengers should not exceed # of SeatBelts _____
- 7) Use a spotter for backing up _____
- 8) Allow for more following distance. It takes a longer distance for the van to stop _____
- 9) Luggage Carriers and Racks not allowed _____
- 10) Gross Vehicle Weight Rating (GVWR) should not be exceeded
 - a) (total GVWR = or < total weight of driver, passengers and cargo). _____
 - b) Rating should be listed on inside panel of the drivers door. _____
- 11) Have a safe trip! _____

If there is a Motor Vehicle Accident, take the following Steps:

1. Safety of all is the most important thing!
2. Stop as soon as safely possible. Notify proper law enforcement agency so an official record/report will be created
- 3. CALL 911 if necessary – it will route to the closest law enforcement agency**
4. Is Traffic heavy? Possible to move safely off the road?
5. Are the driver and passengers okay?
 - a. Do NOT make any statement, oral or written, as to WHO was at fault
6. Is the other vehicle driver and passengers okay?
7. Is there any additional danger?
 - a. (ex. Gas leaking, electrical lines down, heavy traffic)
8. Take Pictures of the scene and vehicles involved
 - a. Use whatever is handy, even cell phone pictures are better than nothing
 - b. Location of Accident
 - c. Accident Scene
 - d. TAMUG Vehicle(s) – all 4 sides and inside vehicle
 - e. Any other vehicle(s) involved – all 4 sides and inside vehicle
 - f. List of Passengers in vehicle(s) (should already have been filled out)
 - g. Names and contact details of people in other vehicles
 - h. Fill Out Motor Vehicle Report
 - i. Is the vehicle safe to be driven?
 - j. Does vehicle need to be towed?
 - i. Yes, get a business card/report that includes contact information and where vehicle is to be towed.
 - ii. No, gather all data and notify Susan Lee and/or Debbie Dell
- k. Forward all information within 24 hours to:**
 - i. TAMUG Risk and Compliance and Department Head/Supervisor
 1. Susan lee, lees@tamug.edu , 409-740-4533, 281-300-8561 (after hours)
 2. Debbie Dell, delld@tamug.edu , 409-740-4908, 409-771-8513 (after hours)
 - ii. If accident occurs, contact
 1. TAMUG Police Department
 2. 409-740-4545, M-F 800-500
 3. 409-771-5185, after hours and weekends

Additional Information can be found at:

https://www.tamug.edu/police/registration_form.html

TAMUG Driving Regulations

<https://transport.tamu.edu/fleet/regulations.aspx>

Fleet Rules and Regulations

<https://transport.tamu.edu/fleet/van.aspx>

Van Safety Rules and Regulations

<https://transport.tamu.edu/fleet/accident.aspx>

Motor Vehicle Accident Information