

## 21.01.08 Vehicle Fleet Management



Revised [August 1, 2024](#)

Next Scheduled Review: August 1, 2029

Click to view [Revision History](#).

---

### Regulation Summary

---

Texas Government Code, Chapter 2171, Subchapter C, requires the Office of Vehicle Fleet Management (OVFM), to develop a management plan with recommendations for improving the administration and operation of the state's vehicle fleet. The Texas State Vehicle Fleet Management Plan (Plan), dated December 2023, addresses each specific component and provides additional directions to implement the statute. The administrative duties are handled by the Texas Comptroller's Office. Institutions of higher education are exempt from following the plan except for reporting as found on the Plan.

---

### Definitions

---

Click to view [Definitions](#).

---

### Regulation

---

#### 1. GENERAL

The Plan contains requirements and methods for increasing efficiency and improving the administration and operation of the state's vehicle fleet as OVFM requires. Each member university and agency will appoint a Member Fleet Coordinator to administer an Operational Guide (Program) for their institution.

System vehicles purchased with state-appropriated funds are subject to all requirements of The Plan. System 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. Donated vehicles incorporated into a member's fleet are subject to the same guidelines as those vehicles purchased with non-appropriated funds. 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.

Each member will establish a Member Operational Guide (Program). Members may develop more explicit rules and standard administrative procedures.

## 2. ADMINISTRATION OF VEHICLE FLEET MANAGEMENT PLAN

The Member Fleet Coordinator is responsible for developing and maintaining the Program applicable to their institution. The purpose of the Program is to establish responsibilities and provide guidance for compliance. Each member must establish a Program at the member level that will implement the regulation. As the regulation requires, each member's Program must include written guidelines governing vehicle operation.

## 3. FLEET MANAGEMENT STRUCTURE

The structure of responsibility is shown below. The definitions are incorporated into the Program.

TEXAS GOVERNMENT CODE, Chapter 2171

Office of Vehicle Fleet Management

Texas State Vehicle Fleet Management Plan

The Texas A&M University System

System Regulation *21.01.08, Vehicle Fleet Management*

Member Fleet Coordinator, Member Operational Guide (Program), Vehicle Coordinator, Vehicle Operator

## 4. FLEET OPERATIONS AND INCIDENT REPORTING

Incident Reporting procedures and guidelines can be accessed via the [System Risk Management website](#).

## 5. VEHICLE REPLACEMENT GOALS

The Member Fleet Coordinator will develop vehicle replacement goals in line with the State Fleet Management Plan. The practices should result in minimizing capital replacement dollars and annual operating costs.

## 6. FLEET FUELING

Members must use the state fuel card program. Member Fleet Coordinators are responsible for administering the program and issuing the fuel cards.

## 7. STATE FLEET CONSOLIDATION POLICY

Members with fleet vehicles purchased with appropriated funds, not assigned to field employees or administrative/executive employees, must assign those vehicles to the motor pool and have them available for check-out.

Members with existing motor pools that were purchased with appropriated funds must require the use of pool vehicles over other options, including rental vehicles or employee reimbursement for use of personal vehicles, except in cases where the pool vehicles are unavailable, unreliable, or there is a more cost-effective alternative. Consistently underused pool vehicles must be rotated to other areas or sold as surplus.

A vehicle purchased with appropriated funds may be assigned to an individual administrative or executive employee on a regular or everyday basis only when the member makes a written

documented finding as described in the Program that the assignment is critical to the needs and mission of the member.

All vehicles declared as excess or surplus are disposed of in accordance with each member's process for the disposal of surplus property. If the surplus vehicle could be used for instructional purposes, the vehicle must be made available to public schools or school districts and, if claimed, be transferred. Any funds recovered are applied, whenever possible, to the source that funded the purchase.

## 8. VEHICLE RESTRICTIONS

Members cannot increase the number of vehicles purchased with appropriated funds except in cases of legislatively mandated program changes, federal program initiatives or specific needs resulting from documented program growth or changes.

All motor vehicles donated to members are subject to the requirements for the acceptance of gifts in System Policy 21.05, *Gifts, Donations, Grants and Endowments*, and System Regulation 21.05.01, *Gifts, Donations, Grants and Endowments*, as well as to the standards and guidelines outlined in The Plan..

## 9. DATA COLLECTION AND AGENCY REPORTING REQUIREMENTS

Members must conform to the reporting periods and due dates shown in The Plan. The members must capture the data elements listed in [Appendix A](#), Availability Codes A and B of the Program. The Member Fleet Coordinator must implement a process to collect Availability Code C data.

All members must maintain detailed supporting documentation for all reporting requirements according to the System Records Retention Schedule.

The system and its members must report complete vehicle information through the Texas Fleet System in compliance with Texas Government Code § 2171.101.

## 10. INTERAGENCY AGREEMENTS

The system and its members develop interagency agreements whenever possible to obtain maintenance, repairs and fuel with other institutions of higher education or state agencies located within their area.

---

## **Related Statutes, Policies, or Requirements**

---

[Tex. Gov't Code, Ch. 2171](#)

[The Texas State Vehicle Fleet Management Plan](#)

[The Texas A&M University System Records Retention Schedule](#)

[System Policy 21.05, Gifts, Donations, Grants and Endowments](#)

[System Regulation 21.05.01, Gifts, Donations, Grants and Endowments](#)

---

## **Member Rule Requirements**

---

A rule is not required to supplement this regulation.

---

## **Contact Office**

---

Budgets and Accounting  
(979) 458-6100