

**POLICY:** VEHICLE FLEET MANAGEMENT PLAN  
**SCOPE:** FACULTY AND STAFF  
**POLICY NUMBER:** 7.0  
**APPROVED:** JULY 2008

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**1. VEHICLE MANAGEMENT POLICY AND PROCEDURES**

- 1.1 POLICY:** In order to reduce the cost and risk of operating and managing a motor vehicle fleet, Lamar State College - Port Arthur (LSC-PA) will establish a comprehensive group of procedures governing the control, utilization and maintenance of College-owned vehicles in accordance with Texas State statutes, The Comptroller of Public Accounts (CPA) State Vehicle Fleet Management Plan, Insurance Carrier mandates and the State Office of Risk Management requirements.
- 1.2 SCOPE:** These policy and procedures specify the requirements for utilization, operation and maintenance of all LSC-PA controlled motor vehicles. This includes vehicles owned or leased by the College, rental vehicles and personally owned vehicles used on State business.

**2. ADMINISTRATION**

- 2.1 Authorization:** The LSC-PA President is authorized by the Texas State University System Board of Regents to establish and administer regulations and procedures for the efficient management of the College. The enabling legislation of this policy consists of House Bill 3125 and Senate Bill 263 of the 76<sup>th</sup> Texas Legislature. HB 3125 mandates the Office of Vehicle Fleet Management (OVFM) of the Comptroller of Public Accounts (CPA), formerly known as Texas Building and Procurement Commission, as directed by the State Council on Competitive Government (CCG) to develop a management plan for the state fleet. SB 263 entitled APolicy Regulating Student Travel@ sets guidelines for all student travel to college sponsored events more than twenty-five (25) miles from campus.

On May 24, 2000 The State Vehicle Fleet Management Plan (the Plan) was adopted by CCG. This plan along with the enabling legislation and the College=s President represent the controlling authority of this policy and procedure.

- 2.2 Administrative Responsibility:** In accordance with this policy, the President has delegated the administration of the motor vehicle fleet to the Director of the Physical Plant (Fleet Manager). The Fleet Manager has the administrative responsibility for the purchase, replacement, maintenance, control and assignment of all LSC-PA vehicles. The Fleet Manager will act as the point of contact with the OVFM and will be responsible for observing and enforcing the statewide fleet management policies and procedures at the College.
- 2.3 Staff/Faculty Responsibility:** All LSC-PA employees who utilize College owned vehicles, vehicles rented/leased to the College or who use their personal vehicles on College business and are reimbursed for mileage shall adhere to the Vehicle Fleet Management Policy and Procedure as written.

**3. DEFINITIONS: For the purposes of this policy, the following definitions shall apply.**

- 3.1 Employee:** Anyone appointed to work for the college in a manner that causes their name to appear on the payroll as a full or part time employee and they are routinely scheduled to work more than twenty (20) hours a week. This specifically excludes all persons designated as AStudent Employees@ from operating College vehicles.

- 3.2 **Course and Scope of Employment:** An employee is within the course and scope of employment when he or she is engaged in activities that are related to the mission of the College and are in the furtherance of its affairs or business, whether on the College=s premises or elsewhere.
- 3.3 **LSC-PA Related Activities:** LSC-PA related activities are those activities that are consistent with the College=s mission and that are approved by the appropriate administrative department.
- 3.4 **Motor Vehicle:** A motor vehicle is defined as a vehicle that is licensed and legal to operate on the highways of Texas. This includes LSC-PA fleet vehicles and any vehicles rented or leased by the college for LSC-PA related activities. This excludes lawn equipment such as mowers, tractors and all-terrain utility vehicles (Mules or EZGOs).
- 3.5 **Highway:** The entire width between property lines of any road, street, way, thoroughfare or bridge in this state not privately owned or controlled, when any part thereof is open to the public for vehicular traffic and over which the State has legislative jurisdiction and police power.
- 3.6 **Approved Driver Certificate:** A certificate issued by LSC-PA Human Resource office based on a satisfactory driving record, insurability and a demonstrated proficiency in operating a motor vehicle. This certificate allows the holder the privilege of driving a LSC-PA owned, leased or rented vehicle for College business. This certificate will be maintained in the Human Resource office and will be a prerequisite for issuance of a LSC-PA vehicle.
- 3.7 **Satisfactory Driving Record:** A driving record in which an employee has a rating of 1 or 2 based on the formula detailed in the Program Administration section (Section 7.1) of these procedures.
- 3.8 **Motor Vehicle Record (MVR):** A form used by the College to compile the driving record of employees that have requested driving privileges for LSC-PA controlled motor vehicles. This record will be used by Human Resources to determine driver eligibility. Based on the MVR and a Satisfactory Driving Record, Human Resources will notify the Fleet Manager of all eligible drivers.
- 3.9 **Application for Copy of Driver Record (DR-1 Form):** This form is provided by the Texas Department of Public Safety (DPS) and is a release for the DPS to provide information regarding an individual=s driving record.
- 3.10 **Vehicle Use Report:** A log that is to be filled out by the vehicle driver, recording the trip purpose, destination, date, time, mileage, passengers and any maintenance, repairs or fueling of the vehicle. This report along with any receipts must be completed and turned in weekly or when returning the vehicle from a trip.
- 3.11 **Vehicle Inspection Form:** A form that is used by the Fleet Manager=s designee to evaluate and record the condition of each vehicle on a routine basis and prior to delivery for travel out of the area.
- 3.12 **Operate:** To be in actual physical control of a motor vehicle upon a highway.

#### 4. TRAVEL USING COLLEGE OWNED VEHICLES

- 4.1 **Appropriate Use:** College vehicles should be used only by persons who are acting within the course and scope of LSC-PA related activities or employment.
- 4.2 **Eligible Drivers:** In addition to meeting all other criteria in this policy, only those persons whose names appear on the LSC-PA payroll and are regularly scheduled to work more than twenty (20) hours a week should be asked or allowed to use College owned motor vehicles.

*Exception: The President of the Student Government Association (SGA) may be allowed to drive a campus fleet vehicle under the following circumstances:*

- A. *The SGA President meets all other criteria set forth in this policy and procedure.*
- B. *No other eligible driver from LSC-PA will be accompanying the SGA President on the trip.*
- C. *The SGA President has written authorization to drive from the Vice President of Student Services or the College President.*

**4.3 Driver Authorization:**

- A. Employees who drive LSC-PA vehicles as a function of their employment with the College must maintain a current Approved Driver Certificate@ on file with Human Resources and hold a Texas Driver's License.
- B. Employees who drive only occasionally for special functions or trips must complete a MVR form and a Department of Public Safety Application for Copy or Driver Record@ (DR-1 form) and submit it to the Human Resources Office four (4) weeks prior to their scheduled departure time. This will allow time for insurance and a DPS driver record check prior to issuance of an Approved Driver Certificate@. Human Resources will notify the Fleet Manager regarding approval status.

**4.4 Trip Authorization:** Use of a LSC-PA vehicle for an off campus trip by those employees that are not routinely assigned a vehicle to drive must be authorized in writing by completing a Vehicle Request form which can be sent through campus mail or faxed to the Physical Plant department (409-984-6007). The Vehicle Request form can be accessed on the Physical Plant web page at <http://www.lamarpa.edu/dept/pp/forms/vehicle-request.pdf>. This authorization may be made by the employee's department chair, dean or director, Vice President or President of the College.

**4.5 Secondary Drivers:** Trips of long duration may require a secondary driver to assist the designated driver. A secondary driver must have an Approved Driver Certificate@ on file, hold a Texas Driver's License and have their travel appropriately authorized prior to departing the campus.

**4.6 Passengers:**

**A. Family members:**

Unless a family member is also an employee, student or participation of such a person is approved as part of a sanctioned event of this institution; each employee who operates a College-owned vehicle should be made aware that there is no liability coverage for members of any employee-driver's immediate family who are passengers in College-owned vehicles. Therefore, sufficient personal insurance coverage should be in place if a family member accompanies an employee who is driving a College-owned vehicle. It is the driver's responsibility to verify passenger's insurance coverage prior to departure.

**B. Students/Other Passengers:**

Additional limited trip insurance for students traveling on authorized trips conducted and sanctioned by the College is available and recommended for all such travel. Arrangements for this coverage require prior notification of and confirmation by the Office of the Director of Student Activities. This additional liability coverage is available to students only. All other authorized passengers should have sufficient personal insurance coverage. It is the driver's responsibility to verify passenger's insurance coverage prior to departure.

**C. Hitchhikers:**

Hitchhikers are not allowed to ride in any fleet vehicle.

## 5. TRAVEL USING PERSONAL VEHICLES

- 5.1 Notice of Potential for Personal Liability:** LSC-PA recognizes that employees occasionally use personal vehicles while engaged in College-related activities on campus and in the local area. Because personal automobile insurance will be looked to first in the event of an accident, all persons who use their vehicles while conducting College business should be made aware of the possibility of personal liability related to such use. Employees using their personal vehicles for College-related activities are required to carry the state minimum of auto liability insurance. In addition, the employee may be asked to produce proof of insurance prior to approval of travel. The College provides limited secondary liability coverage for damages arising from use of a personal vehicle; however, members of the driver=s family and other employees are excluded from coverage under that policy.
- 5.2 Reimbursement for Costs of Using Personal Vehicles:** Mileage costs related to any significant use of personal vehicles to conduct College-related business may be reimbursed to employees upon approval of department chair, dean or director and the Travel Committee. Reimbursement is contingent upon travel approval by the Travel Committee. The rate of reimbursement per mile is set by the State of Texas (Web site: <http://ecpa.cpa.state.tx.us/mileage/Mileage.jsp>).
- 5.3 Use of Personal Vehicles Not Required:** No individual shall be required to use his or her vehicle to perform College-related activities.

## 6. TRAVEL USING RENTAL VEHICLES

- 6.1 Travel Authorization:** Rentals are only for employees whose travel is Aauthorized@ by LSC-PA. Authorization requires written approval from the dean or director of the traveling employee=s department and the Travel Committee. Employees using rental vehicles for College-related activities are required to carry the state minimum of auto liability insurance. The employee may be asked to produce proof of insurance prior to approval of travel.
- 6.2 Approved Driver Certificate:** Employees who drive College rental vehicles as a function of their employment must maintain a current AApproved Driver Certificate@ on file in the Human Resource office.
- 6.3 Use of Travel Agent:** Please refer to the Web Link for state agency contracts:  
<http://www.window.state.tx.us/procurement/prog/stmp/>
- 6.4 Reimbursement of Rental Car Insurance:** The state will not reimburse employees for car rental insurance.

## 7. PROGRAM ADMINISTRATION

- 7.1 Driver Requirements:** All LSC-PA employees who may be called upon to drive a College vehicle or to be reimbursed for travel in their own vehicle, shall have a Motor Vehicle Record (MVR) as required by law (Article 6687b, Section 37, V.A.C.S.) and shall be assigned a driver rating as indicated below. The records will be obtained and maintained by the Human Resources Office. Establishment and maintenance of driver ratings will be the responsibility of the Director of Human Resources. An acceptable rating to drive a College vehicle shall be a 2 or above. An AApproved Driver Certificate@ will be issued only to an employee with a rating of 1 or 2. An employee with a rating of 3 must attend a Defensive Driver training class before returning to an approved status. It is the responsibility of the employee to schedule required remedial training on his/her own time and bear the cost of the training. Any employee with a rating of 4 or 5 shall not be eligible to operate a LSC-PA vehicle or be allowed to rent a vehicle under the College=s name. Employees using

vehicles for College-related activities are required to carry the state minimum of auto liability insurance and hold a Texas Drivers License.

**The MVR rating shall be based on the last 3 years of driving experience and will be judged under the following criteria.**

1. **Superior** - no traffic citations or motor vehicle accidents.
2. **Good** - no more than one moving traffic citation and one motor vehicle accident (not at fault).
3. **Marginal** - no more than two moving traffic citations, two motor vehicle accidents (not at fault) or one at-fault motor vehicle accident.
4. **Probationary status** - anything in excess of a Marginal rating. A six(6) month suspension of driving privileges. At the end of the suspension the employee must present a certificate of completion from a State certified defensive driver training course along with a current valid Texas driver=s license. Resumption of driving privileges will be contingent upon approval from the institution=s insurance carrier.
5. **Unacceptable** - any driver whose MVR shows any one of the following records is not acceptable:
  - \* Three or more accidents (regardless of fault) in the last three years.
  - \* One or more Type A violations in the last three (3) years.
  - \* Any combination of accidents and Type B violations which equal four (4) or more in the last three years.
  - \* An operator=s license that has been suspended or revoked within the past three years.

***Type A Violations***

- \* Driving while intoxicated (alcohol or drugs).
- \* Homicide arising out of the use of a motor vehicle.
- \* Operating a motor vehicle during a period of suspension or revocation of an operator=s license.
- \* Using a motor vehicle for the commission of a felony.
- \* Aggravated assault with a motor vehicle.
- \* Operating a motor vehicle without the owner=s permission (stolen vehicle).
- \* Permitting an unlicensed person to drive.
- \* Reckless driving.
- \* Hit and run involving bodily injury and/or physical damage.

***For the purposes of these guidelines, a plea of **Ano contest** to the Type A violations will be considered a violation.***

### ***Type B Violations***

\* All moving violations not listed as Type A violations.

- 7.2 M.V.R. Review Schedule:** A motor vehicle record (M.V.R.) shall be obtained on all employees whose job duties would include driving a LSC-PA owned, rented or personal vehicle while on College business. The M.V.R. shall be reviewed and updated regularly based on the following schedule:
- A. Prior to employment:** The Human Resources Department will ensure that prospective employees, requiring an M.V.R., submit driving records before a job offer is extended. Human Resources will review those records to ensure acceptability for positions requiring the driving of a vehicle while conducting College business.
  - B. Annually:** The driving records of employees who are required to drive will be reviewed annually by the Human Resources Department. The employee=s Department Director and the College Fleet Manager will be notified of any change in the driver=s status. The Human Resources Director will distribute the Department of Public Safety=s *Application for Copy of Driver Record (DR-1)* on or about August 1 of each year. Employees will be given a thirty-day window to complete and return the form to the HR office. Failure to do this will result in a temporary suspension from driving any LSC-PA owned, rented or personal vehicle while conducting business for the College. The Director of Human Resources will submit a DR-1 form for each driver to the local D.P.S. office in order to acquire driving records. All information from these records will be kept confidential.
  - C. Upon notification of an accident or citation:** If an employee has been involved in a motor vehicle accident or receives a traffic citation it is the employee=s responsibility to notify the Human Resources Office of the change in their driver status. ***Failure to make such notification in a timely manner could result in a revocation of driving privileges, and/or disciplinary action up to and including termination.***
  - D. Upon notification of suspension, revocation or expiration of the operator=s license:** Driving privileges are automatically suspended when the employee=s valid Texas Driver=s License has been suspended, revoked or expired. It is ***mandatory*** that an employee inform the Human Resources Department when such a suspension, revocation or expiration occurs. ***Individuals who do not have a valid Texas driver=s license are forbidden from operating any state-owned or rented vehicles. They are also banned from driving personal vehicles on State business while collecting for mileage.***
- 7.3 M.V.R. Administrative Responsibility:** The Human Resources Department shall maintain a list of all regular LSC-PA drivers. Driver training for each employee is required on a periodic basis and is in addition to counseling/training for any driver involved in a motor vehicle accident or who has received a traffic citation. Information gathered as part of this program shall be confidential. Assignment of additional driver training will be the responsibility of the Director of Human Resources. An employee may be required to bear the expense and time of any remedial training assigned due to a poor rating on the MVR. Driver training can include, but is not limited, to
- A. Defensive Driving Classes
  - B. One-day seminars on driving improvement
  - C. Driver training videos on needed specific driving skills.

The Director of Human Resources shall notify the Fleet Manager regarding approval status for each employee that is eligible to drive a College vehicle. The Director of Human Resources shall also notify the Fleet Manager immediately upon revocation of an employee's driving privileges.

## 8. VEHICLE OPERATIONS

- 8.1 Vehicle Reservations:** A vehicle may be requested by completing a Vehicle Request Form (including authorizing signature) or by having the authorizing agent E-Mail a request to the Physical Plant. A separate form is required for each vehicle or trip requested. The request for vehicle reservations should be made at least seventy-two (72) hours in advance if possible. Vehicles are generally available on a first come, first serve basis but should a conflict arise the Administration will determine vehicle availability and make the assignment. Reservations will not be made for drivers that do not have an Approved Driver Certificate and a Texas driver's license. Only LSC-PA eligible drivers will be issued a reservation.
- 8.2 Vehicle Pick-up/Drop-off:** A reserved vehicle may be picked up or dropped off by the authorized driver at the Physical Plant Building, 1848 Procter from 8 a.m. until 5:00 p.m. Monday through Friday. An appointment may also be made for a Physical Plant employee to deliver a reserved vehicle anywhere on campus. A trip packet is provided which includes, mandatory Vehicle Use Report, Vehicle Accident Report, Vehicle Fleet Management Plan, keys, a Texas road map and a Comdata Gas Card.
- 8.3 College Fleet Manager Obligations:** LSC-PA will provide vehicles that are in safe and good driving condition. The Fleet Manager will be responsible for monitoring the care and maintenance of vehicles; keeping up with items such as inspections, manufacture recalls and general preventive maintenance of the vehicles. The Fleet Manager will provide the OVFM with all required information on the maintenance and utilization of the fleet. It will also be the responsibility of the Fleet Manager to assure that the vehicles to be used by people having reservations are clean and have been serviced appropriately for their trip. The Fleet Manager will use information gathered from the fleet management program to determine appropriate repair and replacement schedules for the College's vehicles.
- 8.4 Driver Obligations:** The following conditions apply to all drivers who use LSC-PA vehicles. Drivers should read these obligations carefully before operating a College vehicle.

**Caution:** The driver of the vehicle has ultimate responsibility for seeking and possessing information about driving safety and applicable laws. LSC-PA will not be responsible for any traffic citations resulting from the actions of the driver.

***The driver must:***

- A. Have a valid Texas driver's license, appropriate for the weight and class vehicle that they are operating.
- B. Employees are required to carry the state minimum of auto liability insurance, and be ready to produce proof of insurance prior to approval of travel.
- C. Have a current Motor Vehicle Record Form on file with the Human Resources Office.

- D. Notify the Human Resources Office of any change in his/her license status. This includes notification of moving violations and/or traffic accidents.
- E. Complete a Vehicle Use Report and maintain a detailed record of expenses such as fill-ups or emergency mechanical work.
- F. Wear seat belts when driving or occupying a LSC-PA vehicle.
- G. Assume responsibility for any and all fines or traffic violations associated with you use of a College vehicle.
- H. Never drive while under the influence of drugs or alcohol. This includes Aover the counter@ or prescription medication that may affect the driver=s ability. Refer to LSC-PA=s Drug and Alcohol Abuse Policy 5.8.
- I. Never transport passengers such as hitchhikers, family members or friends for unauthorized use.
- J. Turn the vehicle ignition off, remove the keys, and lock the vehicle when you leave it unattended.
- K. Never drive the vehicle at speeds that are inappropriate for the road conditions.
- L. Report all accidents to the College=s Fleet Manager and to the Police Department in the jurisdiction where the accident occurred. In the case of an accident complete the Vehicle Accident/ Incident Report located in the trip packet.
- M. Not allow smoking in the vehicle.
- N. Not eat, drink or operate any equipment that may distract or interfere with the safe operation of the vehicle.
- O. Not use radar/laser detection devices or wear headphones/earphones while operating the vehicle.
- P. Observe State and municipal traffic laws at all times.
- Q. Drive courteously and defensively.
- R. Return the vehicle free of litter, noting any problems with the vehicle on the Vehicle Use Report.

## **8.5 CELL PHONE USE**

As a general rule, the use of State-owned and personal cellular phones while operating a moving vehicle has restrictions/guidelines for use due to the distraction and lack of concentration presented to safe driving performance.

- A. As a driver, your first responsibility is to pay attention to the road. Conversations should be kept to an absolute minimum. Do not read, look up an address, look up phone numbers or attempt to write or take notes while driving.
- B. Place you cellular phone in your vehicle where it is easily accessible without removing your eyes from the road.

- C. When possible, plan your calls before you begin your trip, or call when your vehicle is stopped at a stop sign or red light. Attempt to dial and place all calls when you are not moving or have a passenger use the phone. Learn and use the pre-programmed number dial features of your phone. Practice using this feature for commonly dialed numbers before driving so you are familiar with the procedures. If you absolutely need to dial while driving, assess the traffic and dial only a few numbers at a time.
- D. If your phone rings when you are driving- especially during hazardous road and/or heavy traffic conditions B let your cellular voice mail service take the call and listen to the message later when you are parked or pull over before answering, if traffic conditions permit. Let the person you are speaking to know you are driving and that the call may need to be suspended at any time. Suspend conversations during hazardous driving conditions or situations.
- E. Do not engage in stressful or emotional conversations while driving. A stressful or emotional phone conversation while driving is distracting and potentially dangerous. If necessary, suspend the phone conversation.
- F. Use your cellular phone to call for help or to help others in emergencies. However, do not place yourself or others in danger while doing so. If you see an auto accident, crime in progress or other serious emergency where lives are in danger call 911 and give the exact location and information to fire, police or ambulance personnel.

**8.6 Reporting of Accidents or Damage:** The driver is responsible for the immediate reporting of any accidents or damage incurred while operating a LSC-PA vehicle. An incident should be first reported to the local police department having jurisdiction. Notify the College=s Fleet Manager as soon as practicable after any accident or incident resulting in injury or damage to the vehicle.

**When you have an accident, you must:**

- A. Get immediate medical attention if you or your passengers are injured.
- B. Keep calm and avoid arguments over blame.
- C. Make no statements concerning guilt or fault.
- D. Never agree to make payments for the accident.
- E. Notify the police; a police report may be necessary for some insurance claims.
- F. Discuss the accident only with police officers, the College=s Insurance Claims Adjuster or a LSC-PA official.
- G. Record as much information as you can on all other parties to the accident. This information may include names of individuals involved, driver=s license number, addresses, vehicle make, model and year, witness names and telephone numbers. Don=t forget to get the name of the city or jurisdiction in which the accident occurred and the name of the investigating officer.
- H. Fill out a Vehicle Accident/ Incident Report and forward it to the Property Manager as soon as possible

- I. Refer all questions from lawyers, the other party to the accident and others to the Office of Human Resources.

## 9. STUDENT TRAVEL

- 9.1 Student Travel Authorization and Supervision:** Each College-related activity that requires student travel must be authorized by the sponsoring department's dean or director and the Travel Committee. The authorizing dean or director must designate a faculty/staff member or members to be responsible for the safety and conduct of the trip.

*Exception: Student employees, in the course of their employment, may be driven on and in the vicinity of campus.*

- 9.2 Use of Students as Drivers:** Only persons meeting this policy's definition of "Employee" (3.1), hold a Texas driver's license and who hold an "Approved Driver Certificate" from LSC-PA are eligible to drive with the exception of the Student President. Students and student employees are expressly excluded from operating College vehicles.

**9.3 Insurance Requirements for Transporting Student Passengers Involved in LSC-PA Related Activities:**

- A. The trip sponsor is responsible for verifying health insurance coverage for each student who is to be a passenger in the vehicle driven on a College-related activity.
- B. If verification of coverage cannot be provided, special event medical insurance should be purchased by the passenger through the Office of the Director of Student Activities prior to the trip.
- C. If the students are to be transported in rental vehicles, personal injury and personal effects insurance should be purchased as part of the vehicle rental agreement. This is particularly important where vans or busses are rented to transport a large number of students in a single vehicle.
- D. Each student who travels by motor vehicle or any other form of transportation to participate in a College-related activity, including but not limited to academically related field trips or courses, competitions or contest; or non-academic activities such as those sponsored by Student Services, must execute a copy of the Release and Indemnification Agreement and the Authorization for Emergency Medical Treatment. Copies of these documents are available from the Student Activities Director.
- E. If students use their own vehicles to drive themselves or transport other students as passengers to College-related activities, they should be informed, in advance that their personal insurance will be responsible for any liability that may arise from the trip.

**9.4 Guidelines for Transporting Students Involved in College Related Activities:**

- A. Loading of the vehicle shall be done in accordance with vehicle manufacturer recommendations. Particular attention should be paid in loading the large (3/4 ton) vans. No more than eleven (11) passengers should be transported and even with a reduced load the driver must remain cautious when maneuvering or making quick turns in order to avoid a roll-over.

- B. All occupants must remain seated with their seat belts fastened while the vehicle is in motion. The number of occupants must never exceed the number of working seat belts in the vehicle.
- C. The use of tobacco products is not allowed in any of the College=s vehicles.
- D. The Trip Manifest, Itinerary and Authorization for Student Travel documents shall be verified by the LSC-PA sponsor of the trip and the driver.
- E. Each vehicle transporting Students involved in College related activities shall be equipped with the following:
  - a. First Aid Kit
  - b. Fire Extinguisher
  - c. Flash Light
  - d. State Map of Texas (included in the travel packet)
  - e. Comdata Mastercard
- F. Student trips will be planned in accordance with the following restrictions:
  - a. The maximum number of hours that a driver may drive in any calendar day is eight (8) hours.
  - b. The maximum number of hours that a driver may drive in a week is forty-eight (48) hours.
  - c. Every driver must take a rest period of at least twelve (12) hours between his/her driving period.
  - d. The maximum number of hours any passenger car or van may be driven during any calendar day is twelve (12) hours.

## 10. FLEET SIZE & MAINTENANCE

- 10.1 Vehicle Disposal:** Once the decision to dispose of the vehicle has been made, the vehicle should be sold as soon as practical. The longer it sits the more it will depreciate.
- 10.2 Vehicle Replacement Schedule:** The determination of the need to dispose of a fleet vehicle should be based on the State Vehicle Fleet Management Plan Replacement Schedule. Consideration should be given to age of the vehicle, mileage, and the cost of maintenance. This replacement determination will also take into consideration the use of the vehicle and if it has been exempted from the minimum mileage requirement.
- 10.3 Vehicle Acquisition:** In order to make best use of the vehicles in the fleet and minimize overall fleet cost, the purchase of a new vehicle should be made only after careful consideration. Some of the factors involved in the decision to purchase should be as follows:
  - A. Is this a replacement of an existing vehicle? If so, could repairs be made that would be more economical than a purchase.
  - B. Could a utility vehicle be used in lieu of a motor vehicle?
  - C. Is the purchase related to a documented need resulting from program growth?
  - D. Is the vehicle essential to the mission of the College? Can the need be documented?

The President of the College and the OVFm must approve all additions to the LSC-PA fleet.

- 10.4 New Vehicle Delivery:** All new vehicles will be inspected by the Fleet Manager or his designee upon delivery. Particular attention will be paid to any damage that might have occurred during shipment. All warranty papers and owner/operator documents will be listed and reviewed prior to accepting delivery. OVFM will be notified and provided with all of the required information concerning the addition, as soon as possible, after the College accepts a new vehicle into the fleet. The new vehicle will be added to the Fleet Maintenance Management Software (FMMS) database and a preventive maintenance schedule will be developed for the care of the vehicle.
- 10.5 Titles and Registration:** All original vehicle titles and registration receipts will be acquired and maintained by the Office of the Property Manager.
- 10.6 Warrantees, Recalls and Inspections:** The Fleet Manager or his designee shall be responsible for the review and appropriate response to all factory recall issues. All warranty information and inspection dates will be entered in the Fleet Maintenance Management Software and Preventative Maintenance Software which will generate reminders for the maintenance staff of upcoming inspections or service requirements.
- 10.7 Preventive Maintenance:** Each vehicle in the fleet shall have a Preventive Maintenance (PM) plan for regularly scheduled maintenance. This plan shall be based on manufacturer recommendations for the vehicle model, type of use the vehicle typically encounters and the College's previous experience in maintaining similar vehicles. Items such as tires, brakes, lubrication/fluids and spark plugs should be placed on a regular maintenance interval. All PM work will be assigned and tracked through the Fleet Maintenance Management Software. The Fleet Manager will review the PM program annually to determine if the task and frequencies are adequate and if the results indicate the PM program is helpful in maintaining the vehicles and reducing operating cost.
- 10.8 Fuel Selection:** All of the vehicles in the LSC-PA fleet are designed to operate on Aregular unleaded gasoline@. Unless labeled otherwise, only *Regular Unleaded Gasoline* should be used when fueling. The use of higher octane blends offers no proven benefit to the performance and greatly increases the operating cost. State employees are mandated to use the self-service island when refueling at retail fueling stations.
- 10.9 Fuel and Service Credit Cards:** The College provides commercial fleet fueling cards to authorized drivers on an as needed basis. Although gasoline companies may promote the use of these cards for such charges as meals, motel rooms, or other services, it is not permissible for LSC-PA held fleet fueling cards to be used for any service other than those associated with the operation of State-owned vehicles. These cards may be used to purchase fluids for the vehicle or pay for minor repairs that may become necessary during traveling.

## 11. Certification Statement

This Administrative Policy and Procedure has been approved by the following individuals in their official capacities and represents Lamar State College - Port Arthur policy and procedure from the date of this document until superseded.

Dr. Sam Monroe, President  
Terry Jackson, Director, Physical Plant  
Linda McGee, Director, Human Resources  
Sally Stump, Safety Committee Chairman

**POLICY:** KEY CONTROL POLICY  
**SCOPE:** FACULTY AND STAFF  
**POLICY NUMBER:** 7.1  
**APPROVED:**

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**1. ADMINISTRATION OF COLLEGE KEYS:**

**1.1** The Lamar State College - Port Arthur President is authorized by the Texas State University System Board of Regents to establish and administer regulations and procedures in order to provide for physical security of campus buildings and their occupants, and to provide for administration and control of campus keys. In accordance with this policy, the President has delegated the administration of the Key Control System to the Director of Physical Plant.

**2. DEFINITIONS:**

**2.1 College Keys:** Those keys which open buildings, interior doors and other locks in Lamar State College - Port Arthur (LSC-PA) facilities including furniture and equipment with the exception of the campus mailbox system which is administered through the office of the President.

**2.2 Central Key Control File:** Records maintained by the Physical Plant Department identifying keys by number and assignment. These files also include key/lock authorization request and key issue record forms with signatures of personnel having possession of campus keys. Confidentiality of this information will be maintained under authority of the President.

**2.3 Key Control Methods:** Methods used by the Physical Plant Department and Security Department to assure access to facilities by only such personnel as are authorized by the proper authority.

**2.4 Keying System:** Numerical combinations used to extend or limit the variety of keys in use.

**2.5 Key Control Manager:** The person in the Physical Plant Department who the Physical Plant Director designates to perform key transactions, i.e., issuing, recording and recovering keys in accordance with this policy.

**3. BUILDING ACCESS:**

**3.1** The buildings and facilities of Lamar State College - Port Arthur are available for general use by LSC-PA employees and students for educational purposes. Under normal circumstances, the buildings will be opened (outside doors unlocked) for business, scheduled activities, classes, labs and library hours. After 10:30 p.m. and before 6:30 a.m., access will be restricted according to the Building Security Policy.

**4. DUPLICATION OF KEYS:**

**4.1** Duplication of keys by anyone other than the person designated by the Director of Physical Plant is prohibited.

**5. KEY CONTROL RESPONSIBILITIES:**

**5.1** The Physical Plant Director will create and maintain a keying system in cooperation with LSC-PA Security Department which will ensure a reasonable balance of physical security and convenience to persons duly authorized to possess keys to LSC-PA facilities.

**5.2** The Physical Plant Department will make and issue all College keys. No other source for keys is authorized except by approval of the President.

**5.3** The Director of Physical Plant will control all lock work on existing campus facilities and property. Only the Physical Department or its designee is authorized to install, alter or remove locks on any LSC-PA property when approved by the Director of Physical Plant or the President.

- 5.4 The Director of Physical Plant is responsible for coordinating lost-key records with Campus Security Department and Administrators and to determine whether re-keying of an area is required because of lost or misused keys.
  - 5.5 The Physical Plant Director will furnish key information to LSC-PA Security and to other individuals only as authorized in writing by the President or Vice President of Student Services.
- 6. RESPONSIBILITIES OF VICE PRESIDENTS, DEANS & DEPARTMENT HEADS:**
- 6.1 Authorizing the issuing of keys to their subordinate staff as they deem necessary and in accordance with this policy and the Building Security Policy.
  - 6.2 Reporting to the Physical Plant Director or his designee, all key holders who are terminating employment or who are transferring to another office.
  - 6.3 Ensuring the reporting of loss of keys to the Director of Physical Plant and to Security Department.
- 7. RESPONSIBILITIES OF KEY RECIPIENTS:**
- 7.1 Completing and signing key authorization (requests) and key issue record. Maintaining possession and security of any and all College keys issued by the Physical Plant.
  - 7.2 Immediately reporting loss or theft of College Keys to their Department Head or the Director of Physical Plant and Campus Security.
  - 7.3 All full-time employees authorized to control space or access buildings, or to access or operate key-protected devices are expected to request and be responsible for their own key(s) and to have on their person their own key(s) in order to unlock doors or operate the keyed devices where and when they are authorized. Maintenance personnel (including custodians) and Campus Security are not authorized to unlock doors for individuals at any time except when approved in advance from their Department Director or Dean.
- 8. SPECIAL SECURITY KEYING AND KEYING CHANGES**
- 8.1 Special security locks and keys for areas of special consideration may be permitted upon approval of the President.
  - 8.2 No individual may use a personal lock for space control, nor may locks be changed or re-keyed without prior approval of the President or the Director of Physical Plant.
  - 8.3 Areas approved for special locks or keys, if any, will not receive maintenance or custodial services except by special arrangement with the Director of Physical Plant. A representative of the office or department may be required to unlock the space and be present while maintenance or custodial work is done in the area with a special lock or key.
  - 8.4 Special arrangements may also need to be made with Campus Security.
- 9. ELIGIBILITY FOR KEYS:**
- 9.1 When authorized by a Department Head and the appropriate Dean or Director, individual room keys will be issued to full-time College employees controlling access to a space or facility, i.e., office, storage room, work room, lab, etc.
  - 9.2 College keys will not be issued to students or other individual who are not full-time LSC-PA employees except on approval by the President or the Dean of Student Services. A key may be issued to a full-time employee for use by a student or other person when requested by a Dean or Director and authorized by the President or Vice President. The employee to whom the key is issued will retain personal responsibility for how the key is used and for return of the key(s).
  - 9.3 Temporary assignment of keys may be requested for a specific purpose and for a specific period of time as approved by the appropriate Vice President, Dean or Department Head. Such a request must comply with all other sections of this policy. Keys requested for a specific purpose and period of time shall be returned to the Physical Plant Department at the beginning of the first work day

following the end of the specific period of time. Disregard of this procedure may result in disciplinary action and may result in denial of future requests.

- 9.4 Building entrance keys may be issued to full-time employees if the employee=s job responsibilities require such assignment and if approved by the appropriate Vice President or Dean responsible for the building.
- 9.5 Master keys may be issued to the LSC-PA employees as determined by the President.
- 9.6 In no case shall the issuance of a key or keys be authorized by the same person to whom the key or keys are to be issued, nor may keys be authorized by anyone with less than Department Head authority.
- 9.7 Keys shall not be exchanged between individuals. When no longer needed by the individual to whom they were issued, all LSC-PA keys shall be returned to the Physical Plant Department.
- 9.8 All individuals beginning extended leave or sabbatical shall return campus keys to the Physical Plant Department.
- 9.9 Eligibility to possess LSC-PA keys may be terminated at any time by the individual=s Department Head, Dean, Vice President or the President, even though the individual may not have terminated employment.

#### **10. LOST OR OTHERWISE UN-RETURNED KEYS**

- 10.1 The President is authorized to require payment of a reasonable cost to the College for each key not returned. The Department where the individual is (was) employed is responsible for the cost if the College is unable to secure payment by the individual.
- 10.2 Lost or un-returned individual key: \$10.00 each key lost and \$20.00 for each lock that is re-keyed in order to restore security. An individual key may unlock more than one door.
- 10.3 Lost or un-returned Sub-Master key: \$50.00 each key lost and \$20.00 for each lock that is re-keyed in order to restore security.
- 10.4 Lost or un-returned Master key: Cost or re-keying the entire campus lock system.

#### **11. Certification Statement**

This APP has been approved by the following individuals in their official capacities and represents Lamar State College - Port Arthur policy and procedure from the date of this document until superseded.

Dr. Sam Monroe, President  
Terry Jackson, Director Physical Plant  
Linda McGee, Director, Human Resources