# University Fleet Guidelines

## Vehicle Procurement

All vehicles must be purchased or leased through UT Tyler Fleet Services. Departments requesting an additional vehicle must obtain approval from the Vice President of Operations (VPO) or Chief Business Officer (CBO) prior to coordinating with Fleet Services. Vehicles assigned to a department are the responsibility of the respective Department Head, who is accountable for ensuring proper care and maintenance.

## Driver Certification Process

Prior to operating any university vehicle, cart, or mule, drivers must complete the following certification steps:

1. Submit a Driving Record Application (DR-1) through DocuSign.

- The DR-1 form is located in: UTT DocuSign > Templates > Shared Folders > Show More > Parking and Transportation > Driving Record Application.

2. Hold a valid Texas driver's license for at least three (3) years.

- If licensed in another state within the past three years, the applicant must provide a three-year Motor Vehicle Record (MVR) from that state.

3. All applications will be reviewed by Parking and Transportation. Once eligibility is confirmed, applicants will receive instructions to complete:

- An online defensive driving course.
- Utility Cart Test and Training.

## Accidents and Damages

- Any accident involving a university vehicle must be reported immediately to both the Department Head and Fleet Services. An Accident Report Form must also be submitted to the Risk Management Office.
- If a driver involved in an accident is not certified, the driver's personal insurance will be held liable. For questions regarding insurance or liability, please refer to the Risk Management website at Risk Management and Insurance.
- Damage to a university vehicle, cart, or mule must also be reported through an Accident Report Form. The cost of repairs will be billed to the responsible department.

## Fuel Usage and Gas Cards

- Each vehicle is assigned a Voyager Fleet Card, which must remain in the vehicle at all times.
- Certified drivers are issued a personal PIN that may be used with any Voyager card.
- Fuel purchases must be made with the Voyager card. Receipts must be retained and submitted to the department administrator. Costs are reconciled monthly and reported to the Texas State Comptroller.
- For carts and mules, fuel may be obtained at the Physical Plant. A fuel ticket must be completed and submitted to Ragan Hill in PHY 102. Charges are reconciled monthly and transferred (IDT'd) from the department's cost center.

## Pool Vehicles

Fleet Services maintains a limited number of vehicles available for departmental checkout.

- Only certified drivers may operate pool vehicles.
- Vehicles must be returned the same day with at least ½ tank of gas and in clean condition.

The following vehicles will be available for reservation:

- Nissan Kicks
- Nissan Altima
- Chevrolet Silverado 1500
- Chevrolet Silverado 2500
- Shuttle Bus

To reserve a vehicle, please email **FMadmin@uttyler.edu**. Facilities Management will provide you with individualized instructions for accessing and using the **SuperSaaS** fleet reservation system.