

# 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, contact Chris Kinsey at 903-565-6504 or email [ckinsey@uttyler.edu](mailto:ckinsey@uttyler.edu).
- 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 department responsible.

## 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 Administrative Assistant. 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.

- Requests must be made through Fleet Services by contacting Ragan Hill at 903-566-7291.
- Only certified drivers may operate pool vehicles as determined by the Parking and Transportation Department.
- Vehicles must be returned on the same day unless an exception has been approved and there is availability. If returning after 4pm, keys must be left inside the drop box located outside on the wall by the East Entrance.
- Vehicles must be returned with a full tank of gas. All gas receipts must be accompanied by the return keys in the drop box with the appropriate cost center to charge written on the back.