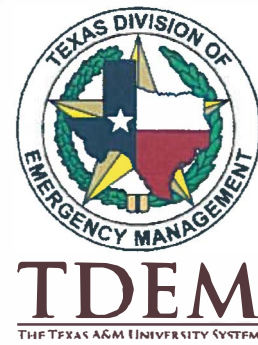


33.04.99.B1 Division Vehicle Use

Approved August 23, 2019
Revised: October 21, 2022
Next Scheduled Review: October 21, 2027



Rule Summary

- Due to the need for specific employees to respond immediately to emergencies and disasters as a part of their assigned duties, this rule provides the requirements for these employees to follow in using the division vehicles.
- The division may require these employees to drive the assigned vehicle home each evening so that they may respond immediately to an emergency or disaster regardless of time of day.

Rule

1. General Provisions

- 1.1 The Chief or designee may assign a division vehicle to an employee on a regular basis if the employee needs immediate access to the vehicle for tasks that are time critical to the mission of the division.
- 1.2 The Chief or designee will provide the assignment in writing and document the nature of the mission of the employee that requires the assignment. The Chief or designee may suspend or cancel the assignment at any time.

2. Employee Eligibility Requirements

- 2.1 To be eligible for consideration for an assigned vehicle, the employee must meet minimum driving record requirements as set forth by their supervisor or the division.
- 2.2 All employees assigned a vehicle will have their driving record evaluated at least on an annual basis by the Chief of Human Resources or designee.
- 2.3 Failure to maintain a valid driver's license will end the assignment of a vehicle and the employee may face disciplinary action up to, and including, termination.

3. Vehicle Use Requirements

- 3.1 All division employees whose job responsibilities require that they remain immediately available and who have been assigned a division vehicle for their use

in carrying out their assigned duties must follow the requirements listed below regarding vehicle usage:

- 3.1.1 The employee will follow all state and local traffic laws and regulations at all times and be courteous to other drivers;
- 3.1.2 Absent extenuating circumstances, only the employee, or another appropriately-authorized division employee, shall operate the vehicle;
- 3.1.3 Only Texas A&M University System employees or individuals whose employment responsibilities require them travel in a division vehicle may travel in a division vehicle as a passenger;
- 3.1.4 Division vehicles will only be used for the employee's job-related responsibilities;
- 3.1.5 Employees may not use division vehicles in connection with any political campaign;
- 3.1.6 With approval of the Chief or designee, employees may drive the division vehicle to their home and park it there so that the division vehicle is immediately available if called to return to work or go on assignment;
- 3.1.7 When the vehicle is parked and unoccupied, the employee will set the parking brake, remove the keys from the vehicle, ensure any trunk or other storage compartments are secured, and lock the doors;
- 3.1.8 Employees will ensure the assigned carbook is completed in accordance with state law and division standard operating procedures;
- 3.1.9 Employees will submit their vehicle trip log to their supervisor on a monthly basis unless requested more frequently by the supervisor;
- 3.1.10 Employee is not to drive while intoxicated, fatigued or on medication that affects driving ability;
- 3.1.11 If the vehicle is involved in an accident;
 - 3.1.11.1 the employee will immediately notify the local law enforcement office for documentation of the accident and Emergency Medical Services if required;
 - 3.1.11.2 the employee will immediately notify their supervisor and provide a description of the circumstances and any injuries or damage caused or incurred;
 - 3.1.11.3 the employee will, within 48 hours of an incident, complete the System Motor Vehicle Accident Report and submit it to their supervisor. Any injury to an employee must also be reported to the Division's workers' compensation coordinator.
 - 3.1.11.4 the employee or employee supervisor must submit the motor vehicle accident report to the TDEM Fleet Office within 48 hours

of the incident for review. The Fleet Office will report the incident and include all supporting documentation to the System Risk Management Office through Origami. The employee is NOT to submit the report directly to System Risk Management Office.

3.1.11.5 the employee will obtain a copy of the police accident report and submit it to their supervisor as soon as it is available.

3.1.12 If the vehicle is stolen, the employee will immediately notify their supervisor and the local law enforcement of the theft and obtain a copy of the police report filed;

3.1.13 The employee will ensure that all maintenance operations that are necessary to appropriately maintain the vehicle will be taken on a timely basis as directed by their supervisor or fleet management officials;

3.1.14 The employee will notify their supervisor of any driving related tickets or charges that they receive within 24 hours.

Employees who fail to comply with the requirements above are subject to disciplinary actions which may include verbal and written warnings, suspension of vehicle privileges and up to termination of employment. Employer is not responsible for paying fines received by employees while driving Division vehicles.

Related Statutes, Policies, or Requirements


- [System Policy 33.04 Use of System Resources](#)
- [Texas Government Code Chapter 2171, Subchapter C](#)

Contact Office

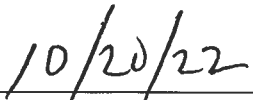
- Texas Division of Emergency Management Office of the Chief Operating Officer
- (512) 424-5353

System Approvals

Approved for Legal Sufficiency:

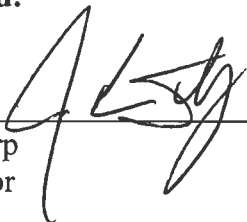


Ray Bonilla
General Counsel

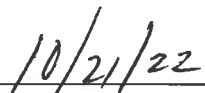


Date

Approved:



John Sharp
Chancellor



Date