



Lamar State College Port Arthur

Traffic-Parking Safety and Fleet Management Plan

Formerly – Vehicle Fleet Management Plan

Revised: August 2011

SECTION ONE

Traffic-Parking Safety

POLICY: **TRAFFIC-PARKING SAFETY AND FLEET
MANAGEMENT PLAN**
SCOPE: **FACULTY AND STAFF**
POLICY NUMBER: **7.0**
APPROVED: **AUGUST 2011**

SECTION ONE

TRAFFIC-PARKING SAFETY

1. **POLICY:** The control of automobile vehicle traffic on the campus is a necessary part of the efficient operation of the College. During business hours certain areas are adequate only for those vehicles necessary to Lamar State College-Port Arthur. The purpose of these regulations is to facilitate the safe and orderly conduct of College business and to provide parking facilities in support of this function with the limits of available space. These rules and regulations are part of the rules and regulations of Lamar State College-Port Arthur and as such are to be observed by members of the staff, faculty, and student body.
 - 1.1 In these regulations the term “campus” includes all property under the control and jurisdiction of Lamar State College-Port Arthur.
 - 1.2 Texas law governing the use of motor vehicles, in addition to the following regulations, is effective at Lamar State College-Port Arthur.
 - 1.3 The College assumes no responsibility for the care and/or protection of any vehicle or its contents at any time it is operated on its campus.
 - 1.4 The College reserves the right to remove and impound abandoned motor vehicles, or any vehicle found on campus without permit, with unanswered traffic tickets, with an unauthorized or altered permit, with no license plates. Parked in a tow-away zone or parked in such a way as to constitute a serious hazard to vehicles or pedestrian traffic or to the movement and operation of emergency equipment. The owner will be responsible for the cost involved in removing impounding and storing of such vehicles. Lamar State College will assume no responsibility for damages to those vehicles moved by the College.
 - 1.5 Lamar State College-Port Arthur reserves the right to change any or all parts of these regulations as necessary.

2. ADMINISTRATION:

The policies and regulations contained herein are given the effect of law by Senate Bill 162, 60th Legislature, 1967, of which Section 2 is quoted in part below:

“Each governing board of the State institutions of higher education of this State is hereby authorized to promulgate rules and regulations or safety and welfare of students, employees, and property and such other rules and regulations as it may deem necessary to carry out the provisions of this Act and the governance of the respective institutions, providing for the operation and parking of vehicles upon the grounds, streets, drives and alleys or any other institutional property under its control.”

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3. PERMIT REGISTRATION

- 3.1. Any student, faculty or staff member who wishes to park a motor vehicle on property owned or controlled by the College must obtain a Lamar State College-Port Arthur parking permit. Motor vehicles shall include all automobiles, trucks, motorcycles, motor bikes, motor scooters, or any other vehicle that is self-propelled.
- 3.2. Students will purchase their parking permit as part of their academic registration procedure at the beginning of each semester. Parking permits may be obtained on the 2nd Floor of the Student Center.
- 3.3. Faculty and Staff will obtain their parking permit from the office of the Vice President of Student Services on or before the beginning of each semester.
- 3.4. Permit registration is for a period of one year starting with the beginning of the fall semester and ending with the following semester, ex. August 2003 through August 2004.
- 3.5. It is the responsibility of the permit holder to report the loss or theft of their permit to the Director of Student Activities Office immediately.
- 3.6. Parking permits may transfer to any vehicle. The individual who purchases the permit, however, will be responsible for violations by any vehicle bearing or displaying the permit.
- 3.7. To be valid, a hanging permit must be hanging from the rear-view mirror of the vehicle. A permit must not be defaced or altered in anyway.
- 3.8. For information regarding handicapped parking, students should contact the Student Activities Office.

4. RESERVED PARKING

- 4.1 Admittance to any reserved parking area or space is by authorization of Lamar State College-Port Arthur only. Any person who is assigned a designated space and finds an unauthorized vehicle in their space will report this violation to the Vice President of Student Services. The unauthorized vehicle may be impounded at the owner's expense.
- 4.2 There are designated handicapped parking spaces available throughout campus and one entire lot is devoted to handicapped parking.

5. BICYCLE REGULATIONS

- 5.1 **DEFINITION:** A bicycle is any device designated to travel on two no more than three wheels and to move by human power.
- 5.2 **REGULATIONS**
 - 5.2.1 All persons owning or riding bicycles on Campus shall observe and obey all applicable state and municipal laws and ordinances. In addition the following College regulations will be enforced.
 - 5.2.2 Bicycles must be parked in parking racks.
 - 5.2.3 Bicycles will not be secured to any tree, shrub, or plant by means of any locking device.

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- 5.2.4. Bicycles shall not be permitted inside any Lamar State College-Port Arthur building except a garage.
- 5.2.5. The operator of any bicycle must yield right of way to pedestrians at all times.
- 5.2.6. Violations of this policy will result in the bicycle being removed by Lamar State College-Port Arthur where the owner may retrieve his/her property upon proper owner identification.
- 5.2.7. All abandoned bicycles on the Campus will be impounded. Said bicycle will be held for a period of 6 months and then disposed of.
- 5.2.8. There is no fee for bicycle registration.

6. VISITOR PARKING AND REGULATIONS

- 6.1. Visitors may park in any of the areas designated for visitor parking.
- 6.2. A Visitor shall be defined as one who is neither a student nor an employee of Lamar State College-Port Arthur, nor is he a person who uses campus facilities for the benefit of a student or employee.
- 6.3. Visitors are required to observe all parking and traffic regulations.
- 6.4. If a citation is issued to a visitor, he/she should comply with the instructions on the citation. There will be no fee for a visitor providing the parking ticket is *validated*.

7. TRAFFIC & PARKING REGULATIONS - FACULTY, STAFF, STUDENTS, & VISITORS

- 7.1. All of those regulations embodied in the Statues of the State of Texas and in the Ordinances of the City of Port Arthur governing embodied in the Statues of the State of Texas and in the Ordinances of the City of Port Arthur governing campus. In addition, the following regulations which are unique to this institution will be enforced.
- 7.2. Parking Offences:
 - 7.2.1. No Parking Zone
 - 7.2.2. Parked in Unauthorized Area
 - 7.2.3. Parked at Yellow Curb
 - 7.2.4. Parked in Passenger Zone
 - 7.2.5. Parked across marker lines
 - 7.2.6. Visitor Parking Only
 - 7.2.7. Overtime in Time Zone
 - 7.2.8. Parked in Service Zone
 - 7.2.9. Decal improperly displayed

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- 7.2.10. Reserved Parking Only
- 7.2.11. No Parking Decal
- 7.2.12. Other
- 7.3. Traffic Offenses:
 - 7.3.1. Exceeding speed limit. The maximum speed in parking lots is 10mph unless otherwise posted.
 - 7.3.2. Operating motor vehicle upon or over sidewalk.
 - 7.3.3. Operating motor vehicle in a prohibited direction on a one-way street or parking lot lane.
 - 7.3.4. Failure to yield right-of-way to pedestrians. Pedestrians have right-of-way at all times.
 - 7.3.5. Failure to report traffic accidents.
 - 7.3.6. Operate motor vehicle upon or over an area not designated as a road or parking area.
 - 7.3.7. Any other violation as defined in the Official Texas Motor Vehicle Laws Booklet.
- 7.4. Other Violations:
 - 7.4.1. Failure to comply with a lawful order and direction by a Lamar State College-Port Arthur officer.
 - 7.4.2. Altering, damaging or moving Lamar State College-Port Arthur traffic signs, markings or signal devices.
 - 7.4.3. In any event, when a person receives a citation he/she should comply with the instructions on the citation.

8. VIOLATION PENALTIES

- 8.1. Students, staff and faculty members receiving parking citations will report to the Lamar State College-Port Arthur cashier within **five (5) school days** to pay the fine for each citation received. Failure to report after proper notification of an overdue citation will result in a \$2.00 late fee being added to the fine.
- 8.2. The amount of the fine for each citation is as follows:
 - 8.2.1. Parking violations #1-9..... \$5.00
 - 8.2.2. Parking violations #10-12 and other \$10.00
- 8.3. Suspension of Parking Privileges: Any person, who within a period of twelve (12) months commencing on September one (1) of any year, has recorded in his/her name more than five (5) citations, will result in the suspension of his/her parking privileges for a period not to exceed six (6) months.

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- 8.4. Faculty/Staff: Faculty and Staff members who persist in violating these regulations or fail to answer a citation will be reported to department heads and/or Deans or through other appropriate channels.
- 8.5. Other Penalties: Falsification of information on motor vehicle registration cards or other forms pertaining to auto registration, displaying a falsely made permit, displaying a permit that has been reported missing or stolen, or displaying an altered permit.

9. ENFORCEMENT

- 9.1. CITATIONS: Lamar State College-Port Arthur is authorized to issue citations for violations of campus parking and traffic regulations. College parking citations are handled by the Student Services Division subject to a right of appeal to the Student Court.

10. TOWING AND/OR IMPOUNDING VEHICLES

- 10.1. The College is authorized to remove unattended vehicles from the streets, parking areas or other areas within the Lamar State College-Port Arthur campus to such place of safety as necessary under the following circumstances:
 - 10.1.1. When, in the opinion of Lamar State College-Port Arthur, a motor vehicle should be removed in the interest of the safety of persons or property because of fire, flood, storm, snow or other emergency reasons, it may be removed.
 - 10.1.2. A motor vehicle blocking access to any building, loading zone, parking lot entrance, reserved area, barricades or maintenance equipment.
 - 10.1.3. A motor vehicle displaying a lost, stolen or unauthorized parking permit.
 - 10.1.4. A motor vehicle parked in a designated tow-away zone.
 - 10.1.5. A motor vehicle parked outside of a designated parking area on the grass or turf.
 - 10.1.6. A motor vehicle left unattended continuously for more than 48 hours under such circumstances which indicate it has been abandoned.
 - 10.1.7. A motor vehicle with five (5) or more outstanding, unanswered or unpaid parking citations.
 - 10.1.8. A motor vehicle parked in a designated fire zone.
 - 10.1.9. Any motor vehicle which has been removed shall receive a traffic citation of parking and shall be released to the owner or operator, or his/her duly authorized representative, upon request and upon payment of the towing fee.

11. EXTENSIONS AND APPEALS

- 11.1. Special arrangements and/or extensions to pay violation fees will be made by the Vice President of Student Services.
- 11.2. If a student believes the parking citation is unwarranted, he/she may report to the Director of Student Activities where an appeal may be filed for review by the Student Traffic Court scheduled. Failure to file an official appeal within the prescribed time limit of five (5) school days shall constitute a forfeit of all appeal privileges.

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- 11.3. If an appeal is denied, the fine must be paid within seven (7) days after the ruling, or the late fee of \$2.00 will be added to the fine.
- 11.4. Faculty and Staff members desiring to appeal a citation may do so through appropriate administrative channels.
- 11.5. When any person has a case filed on him/her in the City Court or Justice of the Peace Court, he cannot appeal to the Student Court, but must appear in the court designated at the time and place specified on the citation.

12. SPECIAL OCCASIONS AND EMERGENCIES

On special occasions and in emergencies, parking and traffic limitations may be imposed by the College as required by the conditions which prevail.

- 12.1. Individuals who are mobility impaired are entitled to special parking if verified through the State of Texas. There will be no fee for the *first* Lamar State College-Port Arthur parking permit issued. However, all other rules and regulations will apply. If you have a State of Texas Blue placard, you will be required to present this or other pertinent information before a student can receive a Lamar State College-Port Arthur parking permit.
- 12.2. Individuals who are temporarily mobility impaired are entitled to special parking and must see the Vice President of Student Services. The full parking fee will still apply.

13. GENERAL INFORMATION

- 13.1. The office of the Parking and Traffic Division are located in the Student Center at 1520 Procter, Port Arthur, Texas. Hours are from 8:00a.m. to 5:00p.m., Monday through Friday.
- 13.2. All thefts, accidents and offenses that occur on campus should be reported to the Vice President of Student Services immediately.
- 13.3. A record of all serial numbers on valuables should be kept. Mark your auto accessories so that they may be identified. Write your name, address, and student number in all textbooks.
- 13.4. Keys or valuables should not be left in the car. Always keep your car locked.

SECTION TWO

Fleet Management

SECTION TWO

FLEET MANAGEMENT

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.
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.
3. **ADMINISTRATION**
 - 3.1 **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 76th 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 *Policy 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. The plan was updated in August 2011. This plan along with the enabling legislation and the College's President represent the controlling authority of this policy and procedure.

- 3.1 **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 or an appointed designee (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 or an appointed designee will act as the point of contact with the **Office of Vehicle Fleet Management (OVFM)** and will be responsible for observing and enforcing the statewide fleet management policies and procedures at the College.
- 3.2 **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.
4. **DEFINITIONS: For the purposes of this policy, the following definitions shall apply.**
 - 4.1 **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 *Student Employees* from operating College vehicles.
 - 4.2 **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.

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- 4.3 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.
- 4.4 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 (known as Mules or EZGOs).
- 4.5 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.
- 4.6 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, rented or personal 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.
- 4.7 Satisfactory Driving Record: A driving record in which an employee has a rating of 1 or 2 based on the formula detailed in 8. Program Administration, 8.1 Driver Eligibility of these procedures.
- 4.8 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 maintained and 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.
- 4.9 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. A copy of this form is found in the Appendix.
- 4.10 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. A copy of this form is found in the Appendix.
- 4.11 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. A copy of this form is found in the Appendix.
- 4.12 Operate: To be in actual physical control of a motor vehicle upon a highway.

5. TRAVEL USING COLLEGE OWNED VEHICLES

- 5.1 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.
- 5.2 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.

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

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

5.3 Driver Authorization:

- 5.3.1 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. Employees must maintain and provide proof of liability insurance when requested.
- 5.3.2 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. Employees must maintain and provide proof of liability insurance when requested and be pre-approved by the travel committee.

5.4 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.

5.5 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. Secondary Drivers must be listed on the Vehicle Reservation form. Employees must maintain and provide proof of liability insurance when requested.

5.6 Passengers:

5.6.1 **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.

5.6.2 **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 (see 10. Student Travel).

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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.

5.6.3 Hitchhikers: Hitchhikers are not allowed to ride in any fleet vehicle

6. TRAVEL USING PERSONAL VEHICLES

- 6.1 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.
- 6.2 Reimbursement for Costs of Using Personal Vehicles: College fuel cards will NOT be issued for use in personal vehicles used to conduct college-related business. 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. Employees can access the Request to Travel at College Expense form at <http://www.lamarpa.edu/?url=/dept/fa/index.html>. The rate of reimbursement per mile is set by the State of Texas (Web site: <http://ecpa.cpa.state.tx.us/mileage/Mileage.jsp>).
- 6.3 Use of Personal Vehicles Not Required: No individual shall be required to use his or her vehicle to perform College-related activities.

7. TRAVEL USING RENTAL VEHICLES

- 7.1 Travel Authorization: Rentals are only for employees whose travel is *authorized* 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.
- 7.2 Approved Driver Certificate: Employees who drive College rental vehicles as a function of their employment must maintain a current *Approved Driver Certificate* on file in the Human Resource office.
- 7.3 Use of Travel Agent: Please refer to the Web Link for state agency contracts: <http://www.window.state.tx.us/procurement/prog/stmp/stmp-rental-car-contract/>

LSC-PA is exempt for state taxes. Present the rental agency with the Motor Vehicle Rental Exemption Certificate, Motor Vehicle Verification Certificate for Rental Tax and Texas Sales and Use Tax Exemption Certification. These forms are found in the Appendix or Contact the Travel Coordinator in the Business Office.

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- 7.4 Reimbursement of Rental Car Insurance: The state will not reimburse employees for car rental insurance.
- 7.5 Fueling for a Rental: Fuel cards will be issued by the Fleet Manager upon presentation of rental agreement. When the rental is returned, the fuel card and all fuel receipts must be turned in to the Fleet Manager.

8. PROGRAM ADMINISTRATION

- 8.1 Driver Eligibility: 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 *Approved 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 a 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 Driver's 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. Probationary status will require 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.

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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 no contest to the Type “A” violations will be considered a violation.

Type “B” Violations

- * All moving violations not listed as Type “A” violations.

- 8.2 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*

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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.*

- 8.3 M.V.R. Administrative Responsibility: The Human Resources Department shall maintain a list of all regular LSC-PA drivers. Fleet Policy and Procedures training will be made available for employees 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 may include, but is not limited, to

8.3.1 Defensive Driving Classes

8.3.2. One-day seminars on driving improvement

8.3.3. 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.

9. VEHICLE OPERATIONS

9.1 Vehicle Assignments:

9.1.1 Vehicle Motor Pool Reservations: A vehicle may be requested by completing a Vehicle Request Form (including authorizing signature) or by having the authorizing agent request a vehicle through the work order link located at <http://www.lamarpa.edu/dept/pp/forms/workorder.aspx> . 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. If a conflict arises, 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 (reference Driver Eligibility 8.1)

9.1.2 Vehicle Assignments: Vehicle assignments are determined by the necessity to fulfill the mission of the Physical Plant. Motor Pool Vehicles are provided for transport of students and faculty to school sponsored events, as well as, transporting of cargo for school sponsored events.

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- 9.2 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. Vehicles can be delivered anywhere on campus if requested. A trip packet is provided which includes, mandatory Vehicle Use Report, Vehicle Accident Report, Traffic-Parking Safety and Fleet Management Plan, keys, a Texas road map and a Fuel Card.
- 9.3 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 report all required information on the maintenance and utilization of the fleet to Office of Vehicle Fleet Management (OVFM). The Fleet Manager or designee must report complete vehicle information through TxFS online reporting system in compliance with Texas Government Code 2171.101. An agency that fails to report complete vehicle information shall be reported to the Legislature in the OVFM annual report.

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. Fleet Manager or designee will provide training regarding the use of the vehicles and the Traffic-Parking Safety and Fleet Management Plan. It is the responsibility of the driver to obtain and understand the laws that govern the roadways.

- 9.4 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:

- 9.4.1 Have a valid Texas driver's license, appropriate for the weight and class vehicle that they are operating.
- 9.4.2 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.
- 9.4.3 Have a current Motor Vehicle Record Form on file with the Human Resources Office.
- 9.4.4 Notify the Human Resources Office of any change in his/her license status. This includes notification of moving violations and/or traffic accidents.
- 9.4.5 Complete a Vehicle Use Report by recording information such as the beginning and ending odometer readings, how many passengers including the driver, name of the driver(s), license plate of vehicle, purpose of the trip and fill-ups or emergency mechanical work
- 9.4.6 Turn in fuel tickets from trip with mileage and license plate number recorded on the fuel ticket as this information must be reported to OVFM.
- 9.4.7 Wear seat belts when driving or occupying a LSC-PA vehicle.

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- 9.4.8 Assume responsibility for any and all fines or traffic violations associated with your use of a College vehicle.
- 9.4.9 Never drive while under the influence of drugs or alcohol. This includes over the counter or prescription medication that may affect the driver's ability. Refer to LSC-PA's Drug and Alcohol Abuse Policy 5.8.
- 9.4.10 Never transport passengers such as hitchhikers, family members or friends for unauthorized use.
- 9.4.11 Turn the vehicle ignition off, remove the keys, and lock the vehicle when you leave it unattended.
- 9.4.12 Never drive the vehicle at speeds that are inappropriate for the road conditions.
- 9.4.13 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.
- 9.4.14 Not allow smoking in the vehicle.
- 9.4.15 Not eat, drink or operate any equipment that may distract or interfere with the safe operation of the vehicle.
- 9.4.16 Not use radar/laser detection devices or wear headphones/earphones while operating the vehicle.
- 9.4.17 Observe State and municipal traffic laws at all times.
- 9.4.18 Drive courteously and defensively.
- 9.4.19 Return the vehicle with a full tank of gas, remove all litter, noting any problems with the vehicle on the Vehicle Use Report.
- 9.5 Roadside Assistance: Texas Roadside Assistance (1-800-525-5555) should be contacted when operating a state vehicle and in need of Roadside Assistance. Employees should inform the operator that they are from a state agency and operating a state vehicle.
- 9.6 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.
 - 9.6.1 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.
 - 9.6.2 Place your cellular phone in your vehicle where it is easily accessible without removing your eyes from the road.
 - 9.6.3 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

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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.

- 9.6.4 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.
- 9.6.5 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.
- 9.6.6 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.
- 9.7 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:

- 9.7.1 Get immediate medical attention if you or your passengers are injured.
- 9.7.2 Keep calm and avoid arguments over blame.
- 9.7.3. Make no statements concerning guilt or fault.
- 9.7.4. Never agree to make payments for the accident.
- 9.7.5 Notify the police; a police report may be necessary for some insurance claims.
- 9.7.6 Discuss the accident only with police officers, the College's Insurance Claims Adjuster or a LSC-PA official.
- 9.7.7. 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.
- 9.7.8 Fill out a Vehicle Accident/ Incident Report and forward it to the Property Manager as soon as possible
- 9.7.9 Refer all questions from lawyers, the other party to the accident and others to the Office of Human Resources.

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10. STUDENT TRAVEL

- 10.1 Student Travel Authorization and Supervision: Each college-related activity that requires student travel must be authorized by the sponsoring department's Dean or Department Chair. The authorizing Dean or Department Chair must designate a Trip Sponsor who will be responsible for the safety and conduct of the trip. **The trip sponsor is responsible for each student who is to be passenger in vehicle driven on a college-related activity. (Exception): Student employees of the College, in the course of their employment, may be drivers on and in the vicinity of campus. All student travel must be noted to the Director of Student Activities and Vice President for Student Services prior to the trip.**
- 10.2 Use of Students as Drivers: Only persons meeting the college's policies defining "Employee", hold a Texas driver's license and who hold an "Approved Driver Certificate" from Lamar State College-Port Arthur are eligible to drive. Students, except student employees driving as part of their employment with the College, are expressly excluded from operating college vehicles.
- 10.3 Insurance Requirements for Transporting Students: Special event insurance is available through the Student Services office. If students are to be transported in rental vehicles, the college, through the State of Texas, has several rental sources that offer special rate and inclusive insurance for this type of travel at no or little additional cost. The sponsor will use their State Travel Card which includes the LSC-PA agency code to the rental agency. Without the State Travel Card a sponsor must contact the Travel Coordinator in the Business Office to make such reservations and rental for the trip. If students are to be transported in rental vehicles on the sponsor's personal payment, personal injury and personal effects insurance must be purchased as part of the vehicle rental agreement. **This is particularly important where vans or buses are rented to transport a large number of students in a single vehicle.**

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 Authorization for Emergency Medical Treatment** – Copies of these documents are available from the Student Activities Director.

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 arising from the trip.

- 10.4 Guidelines for Transporting Students Involved in College-Related Activities:

Loading of the vehicle shall be done in accordance with the vehicle manufacturer's 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 rollover.

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.

The use of tobacco products is not allowed in any vehicles owned by the College.

The Trip Manifest, Itinerary and Authorization for Student Travel documents must be verified by the LSC-PA sponsor of the trip and the driver.

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Each vehicle transporting students involved in college-related activities shall be equipped with the following items: a first aid kit, a fire extinguisher, a flashlight, a Texas state map and a Comdata Mastercard credit card. The trip sponsor make arrangements to provide a cell phone for emergency communication.

Student trips will be planned in accordance with the following restrictions:

- * The driver may not drive more than eight (8) hours in any calendar day.
- * The driver may not drive more than forty-eight (48) hours in a week.
- * Every driver must take a rest period of at least twelve (12) hours between driving periods.
- * The maximum number of hours any passenger car or van may be driven during any calendar day is twelve (12) hours.

11. FLEET SIZE & MAINTENANCE

- 11.1 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.
- 11.2 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. State replacement guidelines indicate that when a passenger vehicle reaches 9 years of service and accrues more than 100,000 miles the vehicle should be evaluated for replacement. Cargo vehicles should be replaced when they reach 10 years of service and accrue 110,000 miles. This replacement determination will also take into consideration the use of the vehicle and if it has been exempted from the minimum mileage requirement.
- 11.3 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. Such as Is this a replacement of an existing vehicle? If so, could repairs be made that would be more economical than a purchase. Could a utility vehicle be used in lieu of a motor vehicle? Is the purchase related to a documented need resulting from program growth? Is the vehicle essential to the mission of the College? Can the need be documented?

Specifications for the new vehicle will be identified for the vehicle needed. The most cost effective manner will be pursued including purchasing through a Term Contract , purchase of a surplus or seized vehicle or acceptance of a donated vehicle (Texas State Vehicle Fleet Management Plan Phase III Section).

Fleet evaluation will occur on an annual basis to identify vehicles meeting established replacement criteria, or vehicles with excessive repair, maintenance or operating costs.

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

- 11.4 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.

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- 11.5 Titles and Registration: All original vehicle titles and registration receipts will be acquired and maintained by the Office of the Property Manager.
- 11.6 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.
- 11.7 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.
- 11.8 Vehicle Cleaning: Cleaning of vehicles is included in the Preventative Maintenance Schedule.
- 11.9 Repairs: Repairs are accomplished by in-house mechanics or taking to a mechanic shop as discovered through the PM process or by complaints reported bydrivers.
- 11.10 Fuel Selection: All of the vehicles in the LSC-PA fleet are designed to operate on regular 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.
- 11.11 Fuel and Service Credit Cards: The College provides commercial fleet fueling cards to authorized drivers for fleet and rental vehicles only 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.

12. 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

Stephen Arnold, Physical Plant Director

Linda McGee, Director, Human Resources

Sally Stump, Safety Committee Chairman

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APPENDIX

- Drug and Alcohol Abuse Policy 5.8
- Forms:
 - Acknowledgement and Consent to Motor Vehicle Check
 - Authorization to Use Privately Owned Vehicles on State Business
 - Blanket Liability Release and Indemnity Agreement
 - Insurance Declaration
 - Motor Vehicle Record
 - Motor Vehicle Rental Exemption Certificate
 - Motor Vehicle Verification Certificate for Rental Tax
 - Student Travel Claim
 - Student Liability Release
 - Student Travel Approval
 - Student List for Travel
 - Texas Sales and Use Tax Exemption Certification
 - Vehicle Accident / Incident Report
 - Vehicle Inspection Report (Pre-Trip Service)
 - Vehicle Request Form
 - Vehicle Use Report

Contact Physical Plant for copies of forms and Drug Alcohol Abuse Policy 5.8.