



## Fleet Management Procedure

### Intent:

This Procedure, and its corresponding Practice Directive, support proper fleet management and related expectations.

### Scope:

This procedure applies to all University of Wisconsin-Whitewater employees, volunteers, and students utilizing personally assigned vehicles, pool vehicles, work shared vehicles, and/or other university vehicles for university-related purposes.

### Definitions:

**DOA.** Department of Administration.

**FP&M.** Facilities Planning & Management.

**Fleet Manager.** The University's chief transportation officer who is responsible for overseeing the University's fleet, receiving vehicle requests from departments, submitting any vehicle requests to the DOA, monitoring vehicle maintenance logs, and serving as a resource to departments on vehicle-related issues.

**GVW.** Gross Vehicle Weight.

**Personally Assigned Vehicle.** An owned or leased State vehicle assigned to an individual University employee for University business use.

**PIM.** DOA Procurement Information Memo. PIMs communicate immediate information, pertinent legislative mandates and administrative policy changes.

**Pool Vehicle.** A work shared vehicle available for business use through reservation.

**PRF.** Purchase Request Form.

**RPA.** Request for Purchasing Authority to DOA.

**University Vehicle.** A University owned, rented, or leased vehicle or any State Fleet vehicle.

**Vehicle.** Any automobile, truck, motor bus, motorcycle, self-propelled, motor-driven vehicle.

**Work Shared Vehicle.** Vehicles assigned to a group of state employees usually within a single funding source or an unrestricted funding source.

**Low Speed Vehicle.** Vehicles that are intended for cross-campus usage for the movement of people and/or materials. Examples include: golf carts, Suzukis, Kubotas, Gators, etc.

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### Procedure:

All university departments are encouraged to work with the Fleet Manager in support of UW-Whitewater's goal to be more sustainable and efficient with respect to fleet purchasing, maintenance, and fuel use. These expectations include, but are not limited to: vehicle replacement and retirement, purchase of low speed vehicles instead of full size vehicles wherever possible, and greater sharing of fleet vehicles.

### Driver Authorization Required

All employees must be driver authorized in order to drive any university-owned vehicle. Visit our [Driver Authorization webpage](#) to learn more about the driver authorization process and other driver information. Once authorized, employees may drive vehicles in the four vehicle assignment categories. See the [Vehicle Assignment Section](#) for more information.

### Utility Vehicle Training

All employees, volunteers, and/or students must complete the Utility Training Course and receive an operator's license in order to be allowed to operate utility vehicles (ie: golf carts, other low speed vehicles, etc.) on the UW-Whitewater Campus, including all sidewalks on the campus. Instructions on how to complete the Utility Vehicle Training can be found on the [Campus Police Department webpage](#).

### Vehicle Assignments

Employees should use a state vehicle whenever a vehicle is required and available for conducting official state business. The four categories of state vehicles include: personally assigned, work shared, motor pool and qualified non-personal use vehicles.

**If a driver detects a problem with the vehicle or the vehicle is in need of maintenance, the driver must report the problem to the Fleet Manger.**

See chart below for more information.

<p><b>Personally Assigned</b></p>	<p>All personal vehicle assignments must be approved or denied through the <a href="#">Vehicle Assignment Transfer (VAT) form, DOA-3102</a>. A VAT requesting personal assignment of a vehicle must be signed by the Vice Chancellor of Administrative Affairs or designee. The VAT must then be submitted to the owner agency with a copy to the DOA Bureau of Enterprise Fleet Director for approval.</p> <p>The following guidelines are used to determine personal assignments and may be refined to meet the needs of the agency:</p> <ul style="list-style-type: none"> <li>• Employee must need to use the vehicle for official state business 5-7 days per work week.</li> <li>• Vehicle requires special equipment not installable or transportable in a personal vehicle or making a state vehicle unsuitable for general use (e.g., law enforcement radios, sirens, lights).</li> <li>• Employee is not headquartered near a motor pool or where a work shared vehicle is available.</li> <li>• Employee is required to be on-call.</li> </ul> <p>The Fleet Manager will monitor the assignment and use of vehicles by all their employees and vehicles may be reallocated from personally assigned status to work shared status at any time based on agency needs, subject to applicable provisions included in collective bargaining agreements.</p>
<p><b>Work Shared</b></p>	<p>A work shared vehicle may not be used for personal travel such as commuting. A work shared vehicle may be taken home by a driver with prior approval by a supervisor only if the employee is required to take the vehicle home for valid business needs of the agency.</p>
<p><b>Motor Pool Vehicles</b></p>	<p>Motor pool vehicles are billed back to employees’ department(s) on a daily use basis to the appropriate funding source. If the employee needs to take a motor pool vehicle home overnight or on the weekend when the fleet office is not open for business, written authorization from a supervisor is required.</p> <p>Visit the <a href="#">Transportation Department’s webpage</a> to reserve a Motor Pool Vehicle</p>
<p><b>Qualified Non-Personal Use Vehicles</b></p>	<p>A limited number of state vehicles may be qualified for non-personal use vehicles. Drivers of these vehicles are not required to reimburse the State for personal commuting miles. The agency head must identify the job classifications recommended to be designated as drivers of qualified non-personal use vehicles and a request submitted in writing to the DOA</p>

	Secretary. A qualified non-personal use vehicle generally includes police or fire vehicles, vehicles assigned to the head of the agency, etc.
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The default for all vehicle assignments will be a motor pool or work shared assignment unless a [Vehicle Assignment Transfer \(VAT\) form, DOA-3102](#) is filled out and approved by the Vice Chancellor of Administrative Affairs or designee.

### Department Leases & Responsibilities

All fleet vehicles are owned by the University and not any single department or individual. Work shared vehicles are leased to departments long term or indefinitely and are billed for 365 days/year. It is the responsibility of the department to keep mileage records and submit them monthly for all vehicles.

The Vice Chancellor of Administrative Affairs or designee may revoke a department’s work shared vehicle lease(s) at any time.

### Fleet Rates

Rates are based on days reserved (calendar days) and miles. Some rates feature an allowance of ‘included’ miles. ‘Included miles’ are waived with a corresponding penalty and increased cost to departments who report miles late. Miles reports are due on the last day of each month with a five day grace period. Rates are subject to change by the Fleet Manager with approval from the Vice Chancellor of Administrative Affairs or designee.

No fees apply to early returns. Late fees (starting at 6 a.m. the day following the due date) are \$4 an hour, up to a maximum of \$20 a day.

Visit our [Rate Sheet](#) for additional information.

### Fleet Vehicle Fueling

Each vehicle is assigned a specific fuel card (fleet number embossed in the lower left corner), and should not be used for any other vehicles. **Fuel cards should be used when purchasing fuel on or off campus.**

To use a fuel card, be prepared in advance with your Driver’s License and the vehicle odometer reading.

Be sure the fuel card brand is accepted at the location you are purchasing fuel. The fuel card brand logo on the card should appear also on the pumps along with the ubiquitous Visa and Master card logos.

If cash is used to pay for fuel for a state vehicle, submit a travel expense report to your department, along with original receipts and vehicle identification information. Justification for using cash must be included in the expense report.

Contact the Fleet Manager to inquire about fuel cards for non-vehicle fuel needs, lost/stolen cards, and damaged cards.

## Replacement of University Motor Vehicles

A vehicle replacement request may be made when it meets any of the following criteria, and when the vehicle usage necessitates vehicle replacement. Estimates and/or other written proof is required. Digital photos are recommended.

1. Vehicles under 6,000 GVW (Class 1- Typical vehicles are all sedans and small SUV)
  - 4 cylinder- 110,000 miles or 8 years
  - Hybrid- 110,000 miles or 10 years
  - 6 & 8 cylinder – 110,000 miles or 10 years
  
2. Vehicles 6,001 to 10,000 GVW (Class 2- Typical vehicles are ½ ton pickup trucks and large SUV)
  - Gas- 120,000 miles or 10 years
  - Diesel- 140,000 miles or 10 years
  
3. Vehicles 10,001 to 16,000 GVW (Class 3-4- Typical vehicles are 1 ton & larger pickup trucks and vans)
  - Gas- 120,000 miles or 10 years
  - Diesel- 140,000 miles or 12 years
  
4. Vehicles 16,001 to 19,500 GVW (Class 5- Typical vehicles are 1 ton & larger pickup trucks and vans)
  - Gas- 120,000 miles or 10 years
  - Diesel- 140,000 miles or 12 years
  
5. A vehicle not meeting the above criteria may be replaced if DOA determines the vehicle is unsafe or not road-worthy and/or uneconomical because the cost to repair the vehicle exceeds 50% of its current value.

**Please note: The vehicle purchasing process takes approximately two (2) years from the time the request and documentation is submitted to the Department of Administration (DOA) to acquisition of the vehicle and placement on campus.**

If any of the above criteria is met, then the department may proceed with the vehicle replacement process listed below.

Step	Action
1.	<p>The department requesting a new vehicle will contact the Fleet Manager to discuss any vehicle purchases. The Fleet Manager will work with the department to assess the need of a new vehicle based on the department’s usage of previous assigned vehicles, and the department’s purpose, among other considerations as necessary.</p> <p><b>The Fleet Manager will also assess if a Low Speed Vehicle can be purchased instead of a regular vehicle. The low speed vehicle lease acquisition takes approximately six (6) weeks to six (6) months for the necessary paperwork to be processed and to deliver the low speed vehicle to campus.</b></p>

	<b>If the Fleet Manager determines that a new vehicle is needed, continue to step 2.</b>
2.	The Fleet Manager will then fill out a <i>Request for Purchasing Approval/Authority</i> <a href="#">Form DOA-3046</a> and a <i>Motor Vehicle Request Explanation</i> <a href="#">Form DOA-3016</a>
3.	The requesting department's Director/Department Head/Division Head/Dean will submit a justification letter to the Fleet Manager at <a href="mailto:FilerJL27@uww.edu">FilerJL27@uww.edu</a> using the <a href="#">Vehicle Replacement Justification Memo</a> template.
4.	The Fleet Manager and Vice Chancellor of Administrative Affairs (or designee) will review all requests. If approved, the Vice Chancellor of Administrative Affairs will sign the Vehicle Replacement Justification Memo and route the letter back to the Fleet Manager.
4.	The Fleet Manager will then collect and submit all required materials to DOA.

### Vehicle Retirement/Disposal

University-owned vehicles may be retired if it satisfies one or more of the following criteria:

- Vehicle no longer satisfies needs. (I.e. under-utilized, shared vehicle option available, etc.)
- Vehicle is replaced by a new, used or other vehicle.
- Mileage exceeds minimum criteria as established in the PIM for each year.
- Body and/or mechanical damage for passenger vehicles and light trucks.
- Exceeds 50% of the National Auto Research Black Book value to repair.
- Vehicle, including a bus or a large truck, has been approved for replacement for other reasons by the Department of Administration.

The Fleet Manager will identify vehicles for disposal and coordinate disposals with each department. The Fleet manager will work with the DOA and follow the appropriate disposal procedures outlined in [PRO-F-1](#). The Fleet Manager will attempt to sell the vehicle to other Wisconsin State agencies before selling it to the general public through surplus.

### Vehicle Accident/Incident Reporting

An accident investigation kit is in the glove box of all university fleet vehicles. In the event of an accident/incident, it is up to the employee who is driving the vehicle to properly fill out the [Vehicle Accident/Incident Report Form](#). More information about accident/incident reporting can be found on the [Risk Management Department webpage](#).

### Resources:

- [Fleet Management Practice Directive](#)
- [Fleet Management Rental Rate Sheet](#)
- [Vehicle Replacement Justification Memo](#)

## Administration:

### Approval Details

Approval Authority:	State of Wisconsin: <a href="#">Wis. Stat. § 16.04</a> , <a href="#">Wis. Stat. § 16.70</a> , <a href="#">Wis. Stat. § 20.915</a> , <a href="#">PRO-D-16 Procurement of Motor Vehicles</a> , <a href="#">PRO-E-22 Leasing/Rental</a> , <a href="#">PRO-F-1 Surplus Property Disposal-Vehicles and Related Equipment</a> , <a href="#">Fleet Driver and Management Policies and Procedures</a> , UW System: <a href="#">Procedures for Leasing/Renting Vehicles</a>
Approval date:	MM/DD/2019
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Date for next review:	MM/DD/2022

### Revision History

Version	Revision date	Description of changes	Author
1.0	MM/DD/2019	Procedure established	Quality Assurance Improvement Manager

### Contact Person/Unit

Contact Person/Unit:	Inventory Control Supervisor & Fleet Manager
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### Keywords

Keywords:	Fleet, Fleet Management, Vehicle, Vehicle Lease, Vehicle Rental, Vehicle Purchase, Property, Property Management, Inventory, Fleet inventory, Vehicle Inventory, Transportation Department Vehicles.
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