

SWOSU FLEET MANAGEMENT POLICY

Fleet management includes vehicle procurement, vehicle maintenance, vehicle disposal, vehicle tracking and the management of logistical, operational, functional, regulatory and compliance requirements.

The primary objective of SWOSU's fleet management is to obtain maximum value and minimize the cost of maintaining the vehicles. This includes controlling the overall cost, maximizing the life of each vehicle, controlling the size of the fleet and monitoring the fleet structure. Keeping detailed financial records, car maintenance logs, service reports and an asset registry to keep track of vehicle inventory is essential to this goal.

The timely replacement of vehicles and equipment is a process that requires the ability to predict asset lifecycles based on costing information, utilization, and asset age. These numbers are used to establish the expected date for a type or class of equipment, which can then be used to identify replacement dates and funding requirements. Low funding levels can result in an aged fleet. Lack of adequate funding for replacement can also result in higher maintenance costs due to aged vehicles.

SWOSU's vehicle fleet consists of four types of vehicles and the vehicle lifecycle calculation is based on:

Cars	100,000 miles and maintenance/operation cost
Vans (12 passenger)	150,000 miles and maintenance/operation cost
Buses (14 passenger)	500,000 miles and maintenance/operation cost
Maintenance Vehicles	Unlimited mileage and maintenance/operation cost

Cars and vans no longer used for transportation of faculty, staff and students are converted to maintenance vehicles to be used by physical plant workers. Physical plant workers are normally assigned a vehicle for use during the workday in which the tools of their trade are kept. These vehicles are returned to the physical plant at the end of the workday and secured behind a chain link fence.

Vehicles determined to be at the end of their lifecycle and/or not suitable for use as maintenance vehicles are determined to be surplus and sold at a public auto auction.

University vehicles may be assigned for exclusive use by a department or an individual based on criteria such as need and purpose and approved by the President or his designee. Currently assigned vehicles are:

- Physical Plant Maintenance and Grounds
- Auxiliary food service vans
- Campus police vehicles
- Theater Department
- Mail Services

University Press
Adventure Programs
Pharmacy Department
ITS Department
Parks and Recreation Department

All persons operating University owned vehicles must be employees of SWOSU and must have a valid driver's license appropriate for the vehicle being driven.

University owned vehicles will be used by employees only when transportation is needed to transact university business and must be properly documented (see travel policy); under no circumstances are employees to use university vehicles for personal use or commuting to work; an exception to the commuting to work policy may be made for CLEET certified university police officers who are required to take vehicles home for quick response to emergencies; and Physical Plant Director during inclement weather. These exceptions must be approved by the President or his designee.

Requests for use of a university vehicle must be made by submitting a Travel Request form with proper approval.

Use of an electronic device while operating a university vehicle is strictly prohibited. Unauthorized use or operation of a university vehicle will result in disciplinary action up to and including termination of employment.

FLEET MAINTENANCE POLICY

University vehicles are maintained by the Fleet Manager in the Physical Plant Department. Routine maintenance is performed by Physical Plant personnel; more extensive repairs are performed by certified maintenance professionals. Vehicle maintenance logs and service reports are maintained for each vehicle. Routine maintenance for each vehicle includes:

- Oil change every 5,000 miles or twice per year, whichever comes first.
- Change belts and hoses once per year or more often if needed.
- Monthly inspection of vehicle, including but not limited to tires, batteries, belts, hoses, and fluids.
- Replacement of tires and batteries as needed.
- Exterior and interior cleaning is performed each time a fleet pool vehicle is used.

A fuel tank is located at the Physical Plant to insure quality fuel is used in the vehicles. Strict accounting procedures are in place to account for fuel usage and storage quantities.