24.01.01.V1.03 DRIVER REQUIREMENTS FOR THE USE OF TVMDL VEHICLES

Supplements System Policy 24.01 and System Regulation 24.01.01

1.00 GENERAL

1.01 The Texas A&M University System operates under a System-wide self-insured plan for vehicles. The Texas Veterinary Medical Diagnostic Laboratory (TVMDL) is required to pay the first $1,000 of any claim against it where the operator of a System or TVMDL vehicle is determined to be at fault.

2.00 PROCEDURES

2.01 Driver’s License and Vehicle Operation

2.01.01 In accordance with Texas A&M System guidelines, drivers of System or TVMDL vehicles must be at least 18 years of age and if operating a state owned vehicle on public roads or highways, must:

A. Possess or obtain the appropriate classified driver’s or commercial driver's license. To drive a commercial motor vehicle, the person must have, in their immediate possession, a valid Commercial Driver's License appropriate for the class of vehicle driven. Employees whose duties require the operation of System or TVMDL vehicles as part of the conditions for employment with TVMDL, must obtain the required license. This can be a State of Texas license or a valid license issued by another state. Payment for such licenses cannot be made from state appropriated or other public funds and is the responsibility of the individual.

B. Have obtained permission from the proper supervisor to operate the vehicle.

C. Drive with maximum safety and observe all current traffic regulations.

D. Be instructed to drive in a safe manner and obey all traffic regulations.

E. Report all vehicle accidents to supervisors.

2.02 Use of Vehicles by Non-employees

2.02.01 Under the System-wide self-insured plan, non-employees are not authorized to operate System or TVMDL vehicles. Exceptions may be allowed only if the non-
employee operating the vehicle is covered for liability for the operation of the vehicle by another governmental agency or private employer in which case that entity may assume responsibility. State car rental contracts should be considered if it is deemed necessary for a non-employee to operate a motor vehicle to carry out the mission of the agency.

Questions concerning this procedure should be referred to the Fleet Manager at 979-845-3414.

Approved 10/28/2011
Next review: Oct. 2013