



STANDARD ADMINISTRATIVE PROCEDURE

21.01.05.M0.02 Transportation Services

Approved March 4, 2010

Revised March 9, 2011

Revised October 30, 2018

Next scheduled review: October 30, 2023

SAP Statement

Transportation Services is responsible for managing all parking, traffic and transportation-related activities on campus. Transportation Services is guided by state and federal statutes and regulations.

Official Procedure

1. PARKING

Parking regulations outlined by Transportation Services apply to all vehicles on campus and are in effect at all times unless the University is [officially closed](#). Transportation Services, along with the University Police Department, has jurisdiction to enforce parking regulations and impound any vehicle in violation.

Parking registration is a personal obligation. Parking permits are the property of Texas A&M University and are issued to specific individuals or entities. Ownership of parking permits is not transferable.

All vehicles are required to display a valid TAMU parking permit when parked on University property unless parked in timed parking areas or in a visitor facility for which payment to park has been made. Parking areas are reserved for vehicles with permits indicating authorization to park in the specific lot, lots or garage. Other parking spaces designated for specific purposes are restricted by the nature of the label painted on the parking lot surface, curb, or by posted sign.

Transportation Services is authorized to impose fines and/or sanctions for violation of the

University's parking regulations. The procedure for appealing parking fines and/or sanctions is outlined in the University's Student Rules handbook and the University's parking rules and regulations.

2. TRANSIT

Transit, a branch of Transportation Services, provides on-campus and off-campus shuttle bus service, as well as charter bus service. Charter bus service is provided to authorized officials, departments, programs and organizations, in support of the teaching, research and service missions of the University. Scheduling of all bus charters is at the discretion of Transportation Services and is based upon the availability of vehicles and personnel.

3. FLEET

The State Vehicle Fleet Management Plan (Plan) requires that each state agency adopt and implement the policies and procedures contained in the Plan. The Texas A&M University System (TAMUS) has met the requirements of the Plan by adopting and implementing System Regulation 21.01.08 and the Comprehensive Compliance Plan (CCP). The purpose of the CCP is to establish responsibilities and provide guidance for compliance within TAMUS. The CCP developed by TAMUS will be used by Texas A&M University (TAMU).

In order to provide further clarity and insure compliance with the Plan, Transportation Services and TAMU have developed the following:

3.1 Vehicle Acquisitions

The acquisition of vehicles is the sole responsibility of Transportation Services. Vehicles will not be purchased, leased, nor titled to individual departments unless Transportation Services determines that a special need exists.

A special need would require that the vehicle purchased must be modified to the extent that use for any other purpose would be impractical. Example: trash truck, street sweeper, cutaway bus, etc. To determine if a special need exists, departments should send a written request, showing justification for exception to this policy, to Transportation Services.

All TAMU vehicles, including those meeting the special needs requirements, must be registered in the Transportation Services Fleet Management Database in order to be entered into the State reporting database.

3.2 Renting State Vehicles

Long Term Use:

Departments requiring vehicles for longer periods of time must utilize vehicles offered by Transportation Services. The Head of the Department or Program to which the vehicle is rented should authorize use of the vehicle. Such use shall be confined strictly to activities that support the University's teaching, research, or service missions.

Special agreements involving the use, lease or purchase of vehicles from any vendor other than Transportation Services for long term use must be approved by Transportation Services before the vehicle is received. All vehicle usage, state owned or otherwise, must be reported to, and tracked in, the Transportation Services Fleet Management Database in order to insure that said use is entered into the State reporting database on a monthly basis.

Vehicle operators should refer to the CCP, General Use Guidelines concerning Vehicle Coordinator and Vehicle Operator responsibilities. The CCP can be found at the following web address <http://transport.tamu.edu/Fleet/leasing.aspx>

3.3 Fuel Requirements

Fuel purchased for TAMU vehicles located within the Bryan/College Station area is to be purchased from the Transportation Service Center located on Agronomy Road. Fueling services are available at this location 24 hours a day, 7 days a week.

Fuel purchases outside of the Bryan/College Station area are to be made with fuel cards issued by Transportation Services. The Council on Competitive Government has mandated that state agencies implement a fuel card program. Transportation Services Center has been designated responsibility for administering the program. All fuel cards will be issued by the Transportation Services Center. Bills will be paid by the Transportation Services Center, which will in turn bill the fuel to each departmental account. The Transportation Services Center may retain fuel discounts in order to defray the cost of administering the program.

Transportation Services is responsible for reviewing and approving all requests for fuel sites owned or operated by departments other than Transportation Services. Departments with fuel sites already in operation must register these fuel sites with Transportation Services immediately. Fuel purchasing, oversight, and annual certification of all fueling sites are the responsibility of Transportation Services. All fueling sites are required to utilize the fueling software managed by Transportation Services. Transportation Services has the right to mark fuel purchases up in order to defray the cost of administering the program.

3.4 Maintenance Requirements

Maintenance purchased for Texas A&M University vehicles must be purchased from or through the Transportation Services Center located on Agronomy Road. If the Transportation Services Center is unable to perform the work in a timely manner, or if the vehicle is located outside of the Bryan/College Station area and maintenance at the Transportation Services Center is impractical, the Transportation Services Center will be responsible for sub-letting the maintenance work to an outside vendor.

Departments with maintenance shops already in operation and performing maintenance on any kind of motorized equipment must register these maintenance shops with Transportation Services immediately. Parts purchasing, oversight, and annual certification of shops owned or operated by TAMU is the responsibility of Transportation Services. All maintenance sites are required to utilize the Fleet Management software utilized by Transportation Services. Transportation Services has the right to mark parts purchases up in order to defray the cost of administering the program.

4. BIKE REGISTRATION AND PARKING PROGRAM

The President has delegated responsibility to Transportation Services to coordinate the Bike registration and parking program. This program promotes the safer operation of bicycles and aids in bike theft recovery. Bike owners should refer to <http://transport.tamu.edu/Alternative/bicycles/regulations.aspx> for registration and parking requirements set forth by Texas A&M University.

5. BIKE SHARE, RIDE SHARE AND OTHER ALTERNATIVE TRANSPORTATION VENDORS

In keeping with the President's delegated responsibility to Transportation Services to coordinate the bike registration and parking program, the department will also require an official agreement for any vendors seeking to offer services such as bike-sharing, ride-sharing, and alternative forms of transportation of any kind. All requests to enter the campus and offer such services must be approved by Transportation Services.

While the use of such alternative forms of transportation is encouraged and implied in the goals of the Campus Master Plan, Transportation Services must balance the goal of increasing alternative forms of transportation/mobility across the entire campus, while maintaining all current right-of-way rules and uses of streets and sidewalks to ensure and regulate safe transportation options for staff, faculty and guests. Therefore, the department must approve and regulate the placement and proliferation of bicycles and other alternative forms of transportation throughout the campus in a manner that ensures the public health, safety and welfare of the university's staff, faculty, and visitors.

Related Requirements

State Vehicle Fleet Management Plan

<https://comptroller.texas.gov/purchasing/programs/ovfm/publications.php>

Contact Office

[Transportation Services](#)