

# **Mississippi Institutions of Higher Learning (IHL)**

## **IHL Fleet Policies and Procedures**

### **System Policy**

Mississippi Code Ann. § 25-1-77 created the Bureau of Fleet Management which is a division within the Mississippi Department of Finance and Administration's Office of Purchasing and Travel. The division was created for the purposes of coordinating and promoting efficiency and economy in the purchase, lease, rental, acquisition, use, maintenance and disposal of vehicles by state agencies.

The Mississippi Institutions of Higher Learning (IHL) System was exempted from these provisions with the understanding that the Executive Office will serve in an oversight capacity for the system's fleet management. IHL is committed to fulfilling its fiduciary responsibility to the System and the State of Mississippi related to oversight of the System's vehicle fleet. To that end, our Institutional Executive Officer's are charged with management of their respective institutional fleet. The IEOs are responsible and accountable for its operation.

In order to document Executive Office's oversight, the Executive Office will:

- conduct an annual review and evaluation of your institution's related policies and procedures;
- require monthly accountability reporting; and
- facilitate internal audits related to compliance with these policies and procedures. The Executive Office's Office of Internal Audit will work in conjunction with the institutional internal audit departments to ensure compliance with published policies and procedures related to fleet management. Reports summarizing the audits will be issued to the Institutional Executive Officers, the Board of Trustees, and Commissioner.

### **Best Practice Guidelines and Requirements**

Motor Vehicle and Fleet Management Best Practice Guidelines were developed by the IHL Office of Insurance and Risk Management and distributed to the universities and other units under the jurisdiction of the Board in order to promote the safe operation of motor vehicles in the system. These guidelines were developed to provide a common framework in which the institutions can assess existing policies and procedures regarding the safe and legal use of motor vehicles. The guidelines address management of motor pool, maintenance and usage, insurance, safety, and training.

How an institution chooses to address each element is at its discretion; however, each element must be addressed, if applicable. As these guidelines are considered the minimum elements to be addressed, additional consideration by each institution is expected.

IHL's Office of Insurance and Risk Management offers a driver safety program for use by the universities. This office maintains rosters identifying the university personnel who attended the courses.

Annual submission of the institution's fleet management policies and procedures are required and should be submitted to the Office of Insurance and Risk Management – Attention: Safety and Loss Control Director.

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**Ensure the following procedures are incorporated within each University's procedures:**

- In order to ensure consistency in the reporting process, University fleet inventory data must be reported to the Executive Office monthly in the approved template provided.
- All vehicles purchased must be approved by the Institution's Executive Officer (IEO). The form or paperwork submitted for the IEO's prior approval must include written explanation as to need for the vehicle and justification that the vehicle type is in line with planned specific use.
- Vehicles are to be purchased via the State-Contract. Exceptions must be approved and reported to the Executive Office.
- Each institution must maintain log sheets in the vehicles to record date of travel, employee name/driver, mileage and destination. Current proof of liability insurance as provided by the insurance carrier or the IHL Office of Insurance and Risk Management should be maintained in each vehicle.
- Each institution shall have a vehicle acquisition, use and disposal plan in which the institution routinely reviews vehicle inventory for cost-efficiency and safety purposes based on vehicle type, age of vehicle, and number of miles logged.
- The purchase of fifteen-passenger vans is discouraged. However, if used, a maximum occupancy shall be no more than ten people (driver and nine passengers) to reduce rollover hazard. Consult Motor Vehicle and Fleet Management Best Practices Guidelines, Appendix H, for safety concerns and recommendations prior to purchase or use of these vans.
- Rea Brothers Mid-South Auto Auction is the Mississippi Department of Finance and Administration's approved mechanism for selling state-purchased vehicles. In addition, your institution may conduct its own auction; however, an experienced auctioneer must lead the auction.