

Standard Operating Procedure (SOP)

TXSG VEHICLES

TXSG SOP 4600.10
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Texas State Guard (TXSG)
PO Box 5218
Austin, TX 78763

OPR: T4, TXSG



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Summary. This SOP provides guidance and direction for the proper storage, operation, maintenance, dispatch, and use of TXSG's assigned state vehicles.

Applicability. This SOP applies to all components of TXSG.

Management Control Process. This SOP references management control processes established in TMD (Texas Military Department) *Fleet Management Policy*, dated 01 October 2016.

Proponent and Exception Authority. The proponent for this SOP is the T4, TXSG. The T4 has the authority to approve exceptions to this SOP that are consistent with controlling law and regulation.

Supplementation. Supplementation of this SOP or establishment of command and local forms on vehicle operation, maintenance, and dispatch is prohibited without prior approval from the Commanding General (TXSG), through the T4, ATTN: NGTX-XLZ, P.O. Box 5218, Austin, TX 78763-5218.

Suggested Improvements. Users are invited to send comments and suggested improvements concerning this SOP directly to the T4, ATTN: NGTX-XLZ, P.O. Box 5218, Austin, TX 78763-5218.

Distribution. A

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Chapter 1 – General

1. Per TMD Fleet Management Policy, “state vehicles” will be construed to mean both state-owned vehicles and vehicles loaned or given to the state, those leased by the state, or those rented by the state.
2. TXSG state-owned vehicles will be located in four regions: Austin, Dallas/Ft. Worth, San Antonio, and Houston. An O6-level unit commander in each region, appointed by the CG TXSG, will be responsible for all state vehicles in that region and will supervise the Regional Fleet Manager.
3. The Regional Fleet Manager, designated by the responsible O6-level commander in that region, will manage the state vehicles in that region. Names of the Regional Fleet Managers will be forwarded to the TXSG Fleet Manager.
4. Each O6-level command in TXSG will designate a Unit Fleet Manager and forward that name to the respective Regional Fleet Manager. Regional Fleet Managers will forward all Unit Fleet Manager names to the TXSG Fleet Manager.
5. TXSG-owned state vehicles will be secured in a fenced and lighted area under state control when not on mission.
6. All state vehicles will be inspected prior to movement from storage, rental location or deployment location.
7. When GPS tracker devices are issued for TXSG-owned vehicles, they will be promptly installed and continuously maintained. Vehicles will not be operated without a functioning GPS tracker except by special permission from the T4, TXSG. Rental vehicles will not be required to have GPS trackers.
8. Only TMD-certified drivers are authorized to operate state vehicles (per TXSG memo 19-9021 Texas State Guard Defensive Driving Course, 26 OCT 18).
9. Use of state vehicles will be restricted to TXSG business only. TXSG business is defined as authorized mission support, transportation to or from training, and other missions as designated by the CG, TXSG. Transportation to or from drill is unauthorized unless by exception through the CG, TXSG.
10. Vehicles will not be used to take drivers to private residences or make intermediate stops at commercial businesses other than to refuel or service the vehicle. Vehicles will not be parked at private residences overnight.
11. Alcoholic beverages will not be consumed during the operation of state vehicles. Drivers and occupants will not smoke in state vehicles. Drivers must use cell phones in “hands free” mode while operating state vehicles.

12. Drivers who fail to satisfactorily perform duties associated with the instructions in this policy are subject to having their state vehicle driving privileges revoked as well as potential disciplinary action IAW TCMJ or other applicable federal, state, or local laws.

Chapter 2 – Procedures for TXSG-Owned or Leased State Vehicles

1. Units will submit a written request to the Unit Fleet Manager. Arrangements for the use of a vehicle will be made at least 10 days in advance of the intended dispatch date. Use of vehicle must be associated with an authorized TXSG event.
2. Unit Fleet Manager reviews the request and confirms the driver is a certified driver. Driver must be on State Active Duty orders (paid or non-paid) which require use of the vehicle. Vehicles will not be dispatched without valid movement orders from the T3.
3. Unit Fleet Manager forwards request to the Regional Fleet Manager for approval.
4. The Regional Fleet Manager assigns a TXSG-owned vehicle to driver, together with log/maintenance manual, Voyager card and keys.
5. Driver is responsible for daily entry of information in the log/maintenance manual and maintains copies of all printed receipts for fuel purchases and vehicle expenses.
6. Vehicles will be returned to the Regional Fleet Manager at the assigned storage location, clean and with a full gas tank.

Chapter 3 – Procedure for TXSG Rented Vehicles

1. Only the HQ, TXSG can authorize the use of rental vehicles in TXSG. Units will be authorized rental vehicles through a STAR or other legal order.
2. Rental vehicle drivers must be certified to drive state vehicles and must be on State Active Duty orders (paid or non-paid) which require use of the vehicle.
3. Once the rental vehicle is authorized, the drivers will be tasked with a time and location to pick up and return the vehicle. Vehicle log books and Voyager cards will be assigned to the drivers through the T4, TXSG.
4. Drivers are responsible for picking up and returning vehicle at rental location, daily entry of information in the log book, and maintaining copies of all printed receipts for fuel purchases and vehicle expenses.

Chapter 4 – Maintenance and Reporting

1. Each Regional Fleet Manager will submit monthly activity reports to TXSG T4 Fleet Manager on use of TXSG-owned and rented vehicles. Reports will include each vehicle's designation, number of trips, mileage, and expenses. Gas receipts and mileage should be sent to by email to the ALOC mailbox, aloc@txsg.state.tx.us.
2. The format of the monthly activity report and the vehicle log will be specified by the TXSG Fleet Manager.
3. The Regional Fleet Manager will be responsible for distribution of Voyager cards and maintaining/managing vehicle records in the assigned region on behalf of the TXSG Fleet Manager.
4. The Regional Fleet Manager is responsible for vehicle maintenance and will consult the owner's manual for each vehicle and determine the regular maintenance schedule for that vehicle. When each vehicle is returned from use, the ending date and mileage will be compared to the maintenance schedule and maintenance will be scheduled as required.?

Chapter 5 – Vehicle Damage and Accidents

1. Vehicle Accident/Damage (Non-Moving)
 - a. If a vehicle is located at a state storage facility or a rental agency, all visible damage will be noted on vehicle log.
 - b. If a vehicle is located at a deployment location
 - 1) The TEOC will be notified.
 - 2) A police report will be completed by a local Law Enforcement Office (LEO).
 - 3) If the local LEO declines, then the TXDOT Form CR-2 (Driver's Crash Report) will be completed.
 - 4) A copy will be filed with the rental agency (as needed) and original sent to the TEOC.
2. Vehicle Accident/Damage (Moving). If a vehicle is moving and is involved in a vehicle accident (either one or multiple vehicles):
 - a. The driver will contact 911 and report the vehicle accident.
 - b. The TEOC will be notified.
 - c. A police report will be completed by a local Law Enforcement Office (LEO).
 - d. If the local LEO declines, then the TXDOT Form CR-2 (Driver's Crash Report) will be completed.
 - e. A copy will be filed with the rental agency (as needed) and original sent to the TEOC.
 - f. CCIR will be completed on the accident.
 - g. Worker's Comp Forms will be completed on all Texas Military Department Service Members who were involved in the accident.