



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 63.02, Out-of-Country Use of TTUHSCEP Vehicles

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (TTUHSCEP OP) is to establish the procedure for obtaining authorization to take TTUHSCEP vehicles out of the country.

REVIEW: This TTUHSCEP OP will be reviewed on April 1 of every fourth year (E4Y) by the Director of Risk Management and the Managing Director of Parking & Transportation Services, with recommendations for revision submitted to the Chief Operating Officer by April 15.

POLICY/PROCEDURE:

Various departments periodically find it necessary to take TTUHSCEP vehicles out of the country; specific requirements for obtaining authorization to do so are as follows:

1. The individual responsible for the trip will send a copy of a formal request for travel out of the country to the Office of Vehicle Fleet Management at least 20 working days prior to the trip. The following information must be provided:
 - a. Responsible party;
 - b. Name of the driver(s);
 - c. Driver license number for each driver;
 - d. Inclusive dates of the trip;
 - e. Country to be visited;
 - f. Purpose of the trip;
 - g. Vehicle description, TTUHSC EP inventory number, license plate number and vehicle identification number; and
 - h. Account number to charge for the supplemental insurance.
2. The Office of Vehicle Fleet Management will provide the required information to the Office of Risk Management for verification of appropriate insurance and authorized driver(s).
3. The Office of Risk Management will provide the OVFM EP with the insurance policy, any supplemental automobile insurance policies covering the vehicle while it is out of the country, and confirmation of the authorized driver(s).
4. TTUHSCEP commercial insurance policies have a limited coverage endorsement for travel in Mexico. This endorsement does not apply to trips into Mexico that exceed 25 miles from the United States border. Additional coverage must be purchased from a licensed Mexican Insurance Company for any travel in Mexico. Copies of additionally purchased policies should be faxed to the Office of Risk Management (806-742-3018) before the vehicle is taken across the border.
5. TTUHSCEP will follow state policy not to approve a request for travel to a nation that is, at the time the request is received, subject to a Travel Warning issued by the United States Department of State. To determine if a country is the subject of such a Travel Warning, contact the U.S. Department of State Office in Washington, DC at (202) 647-4000 or through the web at <http://travel.state.gov>. The traveler should again review the Travel Warning website or call the State Department within two days prior to departure to ascertain that the country has not been placed on the warning list in the interim period. If the country has been placed on the warning list, the traveler should cancel the trip.

6. The OVFM EP will prepare a vehicle travel package to be retained in the glove compartment of the vehicle(s), which will include the following:
 - a. A letter authorizing the vehicle(s) to be taken out of the country;
 - b. The original certificate of title on the vehicle(s);
 - c. A copy of the automobile liability insurance ID card;
 - d. A copy of the supplemental insurance policy, if applicable; and
 - e. Emergency information in case an accident occurs.
7. Auto accidents in Mexico are subject to the laws of Mexico only. In case of an accident, fill out all the information on the Accident Reporting forms from HSC OP 76.34 (Accidents Involving TTUHSCEP Vehicles) which are to be kept in all HSCEP vehicles at all times. Process accident reports according to the OP 76.34.
8. When traveling to the interior of Mexico (anywhere beyond the border cities) with a university vehicle, the driver is required to obtain a "Permit for Temporary Import of Vehicle into Mexico" at the Mexican Customs Office located at the border. This permit must be surrendered to the Mexican Customs Office at the border before leaving Mexico. This is the responsibility of the person named on the "Permit for Temporary Import of Vehicle into Mexico," and failure to surrender the permit may result in fines and/or denial of permission for the responsible party to enter Mexico in the future.
9. Upon trip completion, the vehicle travel package will be returned to the OVFM EP within five business days.