

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
TIPS FOR COMPLIANCE
Vehicle Monthly Use Report

HEADING

1. Record the name of vehicle custodian, coordinator, department and phone.
2. Record the vehicle make, type and year (i.e., Toyota, Prius, 2007).
3. Report the period (month/year).
4. Record the license number accurately.

ODOMETER READINGS

1. Track Daily Vehicle Use and record on Monthly Use Report.
2. Record the daily ending odometer reading (whole numbers, no tenths) on the corresponding date line.
3. Always include the previous month's ending odometer reading in the top section.

MILES DRIVEN

1. Previous Month Odometer must match previous months' Month End Odometer.
2. Record the daily ending odometer reading in the designated area on the corresponding date line.
3. Total the miles driven column in the designated area at the end of each month.

FUEL

1. Record the gallons of fuel including tenths purchased on the corresponding date line.
2. Record the total cost of fuel purchased on the corresponding date line.

MAINTENANCE AND OTHER EXPENSE

1. List Maintenance and other expenses on the bottom of Monthly Use Report.
2. Submit charge receipts to ComData Fueling & Maintenance Credit Card to Accounts Payable.
3. Attach copies of fuel and maintenance receipts with your signed Monthly Vehicle Use Report.
4. Car wash receipts are considered maintenance and should be listed and copies attached.

SUBMISSIONS DUE

1. The previous month's Vehicle Use Report is due on the 5th of every month.
2. Submit the signed original to Office of Vehicle Fleet Management
3. Retain a copy in your files for easy reference should there be any questions.

The responsibilities of the vehicle custodian are:

1. Being good stewards of TTUHSC El Paso vehicles and managing them accordingly;
2. Appointing a departmental vehicle coordinator and providing TTUHSC EP OVFM with the name and contact information;
3. Routine inspection of vehicles to ensure sound operational condition and that the required vehicle insignia is complete and visible on both sides of the university vehicle;
4. Ensuring all vehicle damage and repairs are corrected as established;
5. Programming and establishing funding to replace vehicles when required;
6. Ensuring departmental compliance with the required university preventive maintenance program;
7. Ensuring TTUHSC El Paso vehicles are used for their intended purpose;
8. Coordinating all vehicle requisitions through vehicle fleet management;
9. Coordinating all vehicle transfers and deletion through vehicle fleet management;
10. Rotating and/or eliminating vehicles with low utilization;
11. Complying with annual driver license record checks on all university-approved drivers;
12. Being knowledgeable with all vehicle fleet management policies and procedures; and
13. Ensuring compliance with the established vehicle fleet management program.

Non-compliance may result in the loss of TTUHSC El Paso vehicle privileges.