



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

DATE ISSUE
10/20/97

REVISION
5

PAGE
F11-110.0

SUBJECT
FACILITIES AND SERVICES

SUB-TOPIC

MOTOR VEHICLES, Continued

- A. Vehicle Pool: The University owns passenger and specialty-type vehicles. Most of the specialty-type vehicles are assigned to UTD functions for their particular use; i.e., police, physical plant, hauling, and mail. Those vehicles without special equipment and those for passenger and light hauling are available for rent in connection with official University business through the Manager of Transportation Services, ext. 2261, Mail Station PP11.
- B. Use of Vehicles: University vehicles are State of Texas property and are to be used only for official University of Texas business. (See Excerpts from *Texas Penal Code*, Section 31.07 - Unauthorized Use of a Vehicle," Exhibit F9.)
- C. Filing of State Auditor's Mileage Reports:
1. Vehicle use reports for all UTD vehicles (see Exhibit F8) must be completed daily, as indicated on the report.
 2. Each week, mail or deliver the reports to the Manager of Transportation Services, Mail Station AD11. The Transportation Services Office personnel will:
 - a. Organize these reports for the State Auditor, and
 - b. Develop and provide monthly vehicle inventory and use reports to the University and the U.T. System.