



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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F10-100.0

SUBJECT
FACILITIES AND SERVICES

SUB-TOPIC

MOTOR VEHICLES

- A. General Policy: The University maintains a limited fleet of passenger and other specialty-type vehicles, which may be rented by the faculty and staff for official University business including academic-related purposes. Types of vehicles available for rental are sedans, station wagons and 15-passenger vans.
- B. Liability Insurance Coverage: Officers and employees of The University of Texas System are insured for public liability and property damage resulting from accidents occurring with university-owned motor vehicles. For additional information, consult with the Garage Foreman, ext. 2261, PP11.
- C. Vehicle Request: Departments or functions desiring to rent a vehicle must complete a Request for Transportation form (see Exhibit F7) stating:
1. Number of vehicles required.
 2. Type of vehicle(s) needed.
 3. Date and time of pick up.
 4. Date and time of return.
 5. Purpose of trip and destination.
 6. UTD account number to be charged for rent of the vehicle.
 7. Driver's name, who must have attended Driver's Training and have an approved MVR (Motor Vehicle Record) on file.
- Requests for vehicles to be used for field trips or activities requiring drivers who are students or non-UTD employees will require Deans, Directors, or Department Heads to sign an affidavit (see Exhibit F7) assuring the University that all drivers will possess a valid, acceptable driver's license.
- Rates for the rental of vehicles will be furnished upon request from Transportation Services, ext. 2261. Vehicle damage beyond normal wear and tear caused by operator carelessness or negligence will be charged to the department.
- D. Vehicle Returns: The department or function is required to return the vehicle(s) at the time and to the place indicated, along with vehicle keys, credit card(s), and completed and signed daily travel report(s) (see Exhibit F8).



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MOTOR VEHICLES, Continued

- E. Responsibilities of the Driver: The responsibilities of the driver of University-owned vehicles are to:
1. Observe and obey all local, state and federal laws.
 2. Use reasonable care in operating and maintaining vehicle.
 3. Have valid State of Texas Driver's License.
 4. Secure and lock vehicle when unattended.
 5. Complete and return daily vehicle report, keys, and any other assigned items, as scheduled.
 6. Report any and all vehicle malfunctions or maintenance needs at the time of vehicle return.
 7. When refueling, have the following checked and, if necessary, serviced:
 - a. Engine oil (use high grade #30 H.D. premium)
 - b. Radiator antifreeze
 - c. Battery water
 - d. Windshield washer fluid
 - e. Lights, including signal
 - f. Transmission oil
 - g. Tires, including spare
 8. Obtain receipts for all purchases. Show vehicle license plate number on the receipt with a description of the item(s) and cost of each.

NOTE: Also see "Excerpts from *Texas Penal Code*, *Texas Government Code* and *Texas Transportation Code*" (see Exhibit F9).

In the event of accident, follow the "Instructions to Drivers" as outlined in the packet located in the vehicle glove compartment. (Also see "Reporting Accidents," F10-110.0, this section.)

In the case of vehicle failure, notify your immediate supervisor who will report the problem to the Garage Foreman at ext. 2261. After hours call (972) 336-7385, which is the digital pager for the Garage Foreman.



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MOTOR VEHICLES, Continued

- F. Credit Cards: Credit cards for the purchase of gasoline, oil and minor maintenance for vehicles are available from the Foreman, Transportation Services. The purpose of these cards is for servicing UTD pool vehicles on trips away from UTD.