



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE  
10/20/97**

**REVISION  
3**

**PAGE  
F10-105.0**

**SUBJECT  
FACILITIES AND SERVICES**

**SUB-TOPIC**

**MOTOR VEHICLES, Continued**

Restrictions on the Use of University-Owned Vehicles: Certain restrictions must be placed on the operation and use of University-owned vehicles to protect the State's interest and promote the safety of all concerned.

1. Utilization is restricted solely for the purpose of conducting official UTD business.
2. Vehicle operators must hold, at their expense, an appropriate valid Texas operator's license for the type of vehicle operated.
3. Vehicles are subject to compulsory state and local inspections as required by law, and any expense involved will be charged to the appropriate department.
4. Use of University-owned vehicles for pickup and deliveries off campus is strictly limited to official UTD business.
5. Vehicles may not be altered in any manner without the written approval of the Vice President for Business Affairs. Requests must be directed through the Manager of Transportation Services.