Texas A&M AgriLife Research Procedures

21.01.08.A0.03 | Vehicle Use Reports: Automobiles/Trucks

Approved: July 15, 1998
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July 25, 2014

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PROCEDURE STATEMENT

To comply with the provisions of the applicable civil statutes of the State of Texas, Texas A&M AgriLife Research (AgriLife Research) has adopted the use of the *State of Texas Vehicle Use Report*. Guidelines for the use, and retention of this report and vehicle maintenance records are contained in this procedure.

REASON FOR PROCEDURE

This procedure provides guidance to units on the completion and retention of Vehicle Use Reports and maintenance records.

PROCEDURES AND RESPONSIBILITIES

1.0 ADMINISTRATIVE HEADS RESPONSIBILITIES

Administrative heads will:

1.1 Maintain a *State of Texas Vehicle Use Report* in the vehicle at all times.

1.2 Obtain *State of Texas Vehicle Use Reports* from Texas A&M AgriLife (AgriLife) Fleet Management as needed.

1.3 Retain *State of Texas Vehicle Use Reports* and maintenance records (including inspection and repair) for AgriLife Research–owned vehicles in the Laserfiche Document Management System in accordance with the System Records Retention Schedule Section 5.6. Vehicle use reports will be filed in Section 5.6.4 by fiscal year and then by each vehicle. Maintenance records will be filed in section 5.6.1 by vehicle.

1.4 When a vehicle is leased from the Texas A&M University motor pool, submit the *State of Texas Vehicle Use Report* to the Transportation Center at College Station, unless otherwise designated, when all pages are filed, or when the vehicle is returned to the motor pool, whichever comes first.

2.0 INSTRUCTIONS FOR COMPLETING THE STATE OF TEXAS VEHICLE USE REPORT

2.1 Maintain a separate report for each vehicle.

2.2 Identify each vehicle on the *State of Texas Vehicle Use Report.*

2.3 Record readings and daily mileage.

2.4 Record all gasoline and all maintenance and repair purchases or services.

2.5 Enter the purpose of use for each trip. Terms such as “Center Use or “On–Campus Use” may be used when applicable. Other purposes for use should be more specific, to include name of towns, cities or other destinations.

2.6 Submit all receipts with *State of Texas Vehicle Use Report* to unit custodian.

3.0 The unit vehicle custodian enters vehicle data in the State of Texas fleet management database.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

System Policy 21.01, *Financial Policies, Systems, and Procedures*

System Regulation 21.01.08, *Vehicle Fleet Management*

CONTACT OFFICE

For questions concerning this procedure, contact AgriLife Fleet Management at 979-845-6805.