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PROCEDURE SUMMARY

To comply with the provisions of the applicable civil statutes of the State of Texas, Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) 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.

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 the TVMDL Fleet Manager as needed.
- 1.3 *State of Texas Vehicle Use Reports* and maintenance records (including inspection and repair) for TVMDL-owned vehicles will be retained in the Laserfiche Document Management System in accordance with System Records Retention Schedule Section 5.6. The TVMDL Fleet Manager's Office is responsible for maintaining records retention for TVMDL fleet vehicles. System 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 filled, 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 Record the number of passengers per trip (if none, enter "0").

- 2.7 Submit all receipts with *State of Texas Vehicle Use Report* to unit custodian.
- 2.8 Units will submit mileage logs and receipts by vehicle each month to the TVMDL Fleet Manager.
- 3.0 The TVMDL Fleet Manager 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

Questions concerning this procedure should be referred to the TVMDL Fleet Manager at 979-845-3414.

REVISION HISTORY

Approved: September 20, 2011
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