

**Fleet Management Procedure****Original Implementation:** January 30, 2001**Last Revision:** April 10, 2019

Operators of university-owned vehicles are required by the Texas Government Code and university policy to report daily use of the vehicles. Reports are to be completed daily using a Texas Vehicle Use Report form. The monthly report must be completely filled out, signed and sent to the manager of transportation by the 1<sup>st</sup> business day of the month for the previous month. If the report is not turned in by the 5<sup>th</sup> calendar day of the month, the report is considered late. If the 5<sup>th</sup> calendar day of the month falls on a weekend or holiday, the mileage report should be submitted by the most immediate business day prior. The manager of transportation will report mileage to the state as required. If the Texas Vehicle Use Report form is not received by the Transportation department on or before the fifth day of the month following the month in which the mileage was incurred, documentation in the form of an email will be sent to the vehicle custodian's department chair, dean, director, and Vice President of the division. If a department fails to submit the Texas Vehicle Use Report by this deadline three times in a fiscal year period, the compliance issue will be escalated to the Vice President of Finance and Administration for review. In addition, the department may be assessed a late penalty of \$100 by the Vice President of Finance and Administration, and may result in loss of university vehicle privileges.