HEADING

1. Record Vehicle ID number.
2. Record the name of vehicle custodian and the vehicle year, make, and model (i.e., 2019 Toyota Prius).
3. Report the period (month/year) and record the license number accurately.
4. Always include the previous month’s ending odometer reading in the top section.

DAILY

1. Verify previous odometer reading.
2. Record ending odometer reading, purpose of trip, destination, driver’s name and the number of passengers.
3. Record the daily ending odometer reading (whole numbers, no tenths) on the corresponding date line.

MILES DRIVEN

1. Previous Month Odometer must match previous months’ Month End Odometer.
2. Record the daily ending odometer reading in the designated area on the corresponding date line.
3. Total the miles driven column in the designated area at the end of each month.
4. Count the number of trips and total the number of passengers.

FUEL

1. Indicate the type of fuel.
2. Record the gallons of fuel including tenths purchased on the corresponding date line.
3. Record the total cost of fuel purchased on the corresponding date line.

MAINTENANCE AND OTHER EXPENSE

1. List Maintenance and other expenses on the bottom of Monthly Use Report.
3. Car wash receipts are considered maintenance and should be listed and copies attached.

SUBMISSIONS DUE

1. The previous month's Vehicle Use Report is due on the 5th of every month.
2. Submit the signed original to Vehicle Fleet Management (STOP 9085).
3. Retain a copy in your files for easy reference should there be any questions.

THE RESPONSIBILITIES OF THE VEHICLE CUSTODIAN ARE:

1. Being a good steward of TTUHSC vehicles and managing same accordingly;
2. Appointing a departmental vehicle coordinator and providing TTUHSC OVFM with the name and contact information (Attachment E);
3. Routine inspection of vehicles to ensure sound operational condition and that the required vehicle insignia is complete and visible on both sides of the institutional vehicle;
4. Ensuring all vehicle damage and repairs are corrected as established;
5. Establishing funding to replace vehicles when required;
6. Ensuring departmental compliance with the required institutional preventive maintenance program;
7. Ensuring TTUHSC vehicles are used for their intended purpose;
8. Coordinating all vehicle requisitions through TTUHSC OVFM;
9. Coordinating all vehicle transfers and deletion through TTUHSC OVFM;
10. Rotating and/or eliminating vehicles with low utilization;
11. Complying with annual driver license record checks on all institutional-approved drivers;
12. Notifying TTUS ORM in the event of a collision or a moving violation or citation received by an approved driver;
13. Being knowledgeable with all vehicle fleet management policies and procedures; and
14. Ensuring compliance with the established Vehicle Fleet Management Program.

Non-compliance may result in the loss of TTUHSC vehicle privileges.