



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 63.02, **Out-of-Country Use of TTUHSC Vehicles**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish the procedure for obtaining authorization to take TTUHSC vehicles out of the country.

REVIEW: This HSC OP will be reviewed on April 1 of every fourth year (E4Y) by the Director of Risk Management and the Director of General Services – Lubbock, with recommendations for revision forwarded to the Executive Vice President for Finance and Operations by April 15.

POLICY/PROCEDURE:

Various departments periodically find it necessary to take TTUHSC vehicles out of the country, however, it is prohibited to take a TTUHSC owned vehicle out of the country without prior written authorization from OVFM. Specific requirements for obtaining authorization to do so are as follows:

1. The individual responsible for the trip will send a copy of a formal request for travel out of the country to the Office of Vehicle Fleet Management (OVFM) (Stop 9012) at least 20 working days prior to the trip. The following information must be provided:
 - a. Responsible party (e.g., person, department chair, organization, etc.);
 - b. Name of the driver(s);
 - c. Driver license number for each driver;
 - d. Inclusive dates of the trip;
 - e. Country to be visited;
 - f. Purpose of the trip;
 - g. Vehicle description, TTUHSC inventory number, license plate number and vehicle identification number; and
 - h. FOAP to charge for the supplemental insurance.
2. The OVFM will provide a copy of the formal request for travel, including the names and driver's license numbers to the Texas Tech University System (TTUS) Office of Risk Management for verification of appropriate insurance and authorized driver(s).
3. The Office of Risk Management will provide confirmation of the authorized driver(s) to the OVFM.
4. The individual responsible for the trip will provide the OVFM with a copy of any supplemental automobile insurance policies covering the vehicle while it is out of the country. Trips to Mexico present a unique hazard because insurance policies issued by American insurance companies are seldom recognized as valid by the Mexican government. Travelers driving into Mexico must obtain a Mexican insurance policy before crossing the border.
5. The OVFM will prepare a vehicle travel package to be retained in the glove compartment of the vehicle(s), which will include the following:
 - a. A letter authorizing the vehicle(s) to be taken out of the country;
 - b. The original certificate of title on the vehicle(s);
 - c. A copy of the automobile liability insurance ID card;
 - d. A copy of the supplemental insurance policy, if applicable; and
 - e. Emergency information in case an accident occurs.

6. When traveling to the interior of Mexico (anywhere beyond the border cities) with a university vehicle, the driver is required to obtain a "Permit for Temporary Import of Vehicle into Mexico" at the Mexican Customs Office located at the border. This permit must be surrendered to the Mexican Customs Office at the border before leaving Mexico. This is the responsibility of the person named on the "Permit for Temporary Import of Vehicle into Mexico," and failure to surrender the permit may result in fines and/or denial of permission for the responsible party to enter Mexico in the future.
7. Upon trip completion, the vehicle travel package will be returned to the OVFM within five business days.
8. Travelers must also comply with [OP 79.04 Foreign Travel](#), in order to be approved for international travel to countries outside the United States.