

HSC OP: 63.01, TTUHSC Vehicle Rental

PURPOSE: T by August 15.

Vehicle Fleet Management (OVFM) Locations.

[du/general-services/vehicle/amarillo/default.aspx](#)

Lubbock <https://www.ttuhscc.edu/general-services/vehicle>

Other campuses may use this policy for local vehicle rentals, and submit forms to a local office 0.0 c 0.064 Teoff

2. **Intra-County.**

A TUHSC vehicle shall
Driver Approval pro
<https://banapps.texas>

_____. It is recommended that requests be submitted 12-14 working days before a vehicle is needed. Driver approval must be renewed annually.

3. **Authorization**

Authorization – Submission of the REQUEST FOR TRANSPORTATION form denotes certification that the requested vehicle will be used only in the conduct of official university business and that the driver has received approved driver status. The use of a state vehicle for any other purpose is prohibited per [HSC OP 61.01](#), Use of TTUHSC Facilities, Equipment, Supplies and Services for Private Purposes Prohibited. Official university business does not include use by students' associations or organizations.

4. **Vehicle Rental Rates.**

Amarillo - Rental rates are on the AMARILLO REQUEST FOR TRANSPORTATION form. Email Generalservicesama@ttuhsc.edu for a current form.

Lubbock – Rental rates are published on the website:
<https://hscweb.ttuhscc.edu/general-services/vehicles/rental1.aspx>

5. **Additional Charges.**

covered by insurance, including deductibles. If a vehicle is involved in an accident, and the driver is found to be negligent, the renting department will be charged for the full cost of the insurance deductible or other loss.

- b) First-Come, First-Served Operation. Vehicle rental is a first-come, first-served operation; vehicle reservations should be made as far in advance as feasible. Vehicles may be dispatched for any length of time. Departments are encouraged to use internal resources before contracting with a car rental agency.
- c) Cancellations. If there is a reservation cancellation, it must be made two days in advance, or there may be a charge of the daily rate for the period of the original request.

6. Drivers of Rented Vehicles.

- a) Students may operate university vehicles only for business purposes. Refer to [HSC OP 77.08, Student Travel Policy](#), for further information. All approved student (non-employee) drivers must be accompanied by an approved university faculty or staff member at all times while operating a rental vehicle out of town.
- b) The driver of a rented vehicle must have a valid license for the type of vehicle being driven. The minimum required license for operating the class of vehicles in the rental fleet is a Class C:
- c) Texas Transportation Code § 545.413 requires seat belts to be used by all occupants at all times that a vehicle is in operation.
- d)

immediately by phone to the TTUHSC OVFM (806) 743-2092.

- c) Only the purchase of self-serve fuel (minimal grade of fuel type required for each vehicle) is authorized. At the time fuel is purchased, confirm the quantity of gas and oil purchased is listed on the receipt. The customer's copy of the receipt must be submitted to the Vehicle Rental office when the credit card and vehicle are returned.

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