

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
TIPS FOR REPORTING COMPLIANCE
Vehicle Monthly Use Report

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.
2. Attach copies of fuel and maintenance receipts with your signed Monthly Vehicle 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. Notifying OVFM in compliance with policies 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 P