33.04.99.C0.02 Use of University Vehicles

Revised: January 10, 2022
Next Scheduled Review: January 10, 2027
Revision History

Procedure Summary

This procedure provides guidance concerning the proper use of university and rental vehicles at Texas A&M University-Corpus Christi (TAMU-CC). Improper use of TAMU-CC resources could lead to increased costs and risks to the university, particularly from operational, regulatory, and reputational standpoints. Proper utilization of university resources ensures organizational risks and costs are properly managed.

Procedure

1. GENERAL

1.1. Individual TAMU-CC departments may maintain a small motor pool to conduct official university business. Although the use of university vehicles is limited to official travel of short duration per system policy *33.04, Use of System Resources*, university employees are encouraged to use these vehicles to achieve maximum economy of departmental travel budgets. Short and long-term rental agreements are also available. Information regarding rental agreements is available through the Office of Procurement and Disbursements.

1.2. All purchased and branded university vehicles must comply with university requirements involving the use of the university name and logo. Information regarding requirements is outlined in university procedures *09.02.99.C0.01, University Name and Indicia Usage* and *09.02.99.C0.02, Branded Items*. Additional information is available through the Marketing and Communications.

1.3. The mileage charge to the department using the vehicle(s) is established each calendar year and may not exceed the authorized transportation allowance for that year.

2. GUIDELINES FOR THE USE OF VEHICLES

Guidelines regarding the use of university or rental vehicles for official travel are as

follows:

2.1. To reserve a university or rental vehicle for a particular date and time, an employee should request a vehicle through the person in their department who coordinates vehicle rentals or check-out of university vehicles.

2.2. Most travel must be approved through Concur Travel and can only be approved if funds are available for the trip. Travel under a 50-mile radius does require prior authorization for full-time employees.

2.3. If the travel is to be out of town, fleet gas cards or university travel cards may be used for gasoline and other approved purchases.

2.4. All state laws concerning vehicle use, including possession of a current driver's license and wearing of seat belts, must be observed in the use of a university or rental vehicle on approved university business. Smoking is prohibited in university and rental vehicles while on university business.

2.5. Rental vehicles can be picked up and returned at an authorized rental car company located within Corpus Christi city limits.

2.6. Long-term (12 months or longer) use of rental cars may be arranged through existing master agreements through the Office of Contracts Administration. Departments may request long-term use vehicles for individuals with contractual agreements for vehicles or as a pool vehicle for the department through the Office of Contracts Administration.

2.7. A timely police report must be filed with the University Police Department or the jurisdictional police entity for any vandalism, accident, or theft of a university or rental vehicle. A copy of the jurisdictional police report must be provided to the University Police Department, as well as to department employee(s) handling vehicle leases or motor pool check-out.

Related Statutes, Policies, or Requirements

System Policy *33.04, Use of System Resources*
University Procedure *09.02.99.C0.01, University Name and Indicia Usage*
University Procedure *09.02.99.C0.02, Branded Items*
University Procedure *24.01.01.C0.01, Utility Cart Safety*

Contact Office

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