

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
TIPS FOR COMPLIANCE
Monthly Mileage Report

HEADING

1. Record the name of vehicle, coordinator, department and phone.
2. Record the vehicle make, type and year (i.e., Toyota, Prius, 2007).
3. Report the period (month/year).
4. Record the license number accurately.
5. Record Agency Code 774

ODOMETER READINGS

1. Track Daily Vehicle Use and record on Monthly Mileage Report.
2. Record the daily starting and ending odometer reading (whole numbers, no tenths) on the corresponding date line.
3. Always include the previous month's ending odometer reading in the top section.

MILES DRIVEN

1. Previous Month Odometer must match previous months' Month End Odometer.
2. Record the daily starting and ending odometer reading in the designated area on the corresponding date line.

SUBMISSIONS DUE

1. The previous month's Monthly Mileage Report is due on the 5th of every month.
2. Submit Monthly Mileage Report, Voyager Card Utilization Form and expense receipts in a pdf file per vehicle to FleetElp@ttuhsc.edu in PDF format. Voyager card utilization form is not required if the department utilizes a key warden system to track their voyager cards.
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 El Paso vehicles and managing same accordingly;
2. Appointing a departmental vehicle coordinator and providing TTUHSC El Paso Office of Vehicle Fleet Management (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. Programming and establishing funding to replace vehicles when required;
6. Ensuring departmental compliance with the required institutional preventive maintenance program;
7. Ensuring TTUHSC El Paso vehicles are used for their intended purpose;
8. Ensuring appointed vehicle coordinator complies with the safeguarding of assigned voyager cards and overseeing the departmental use and management compliance of the voyager cards;
9. Coordinating all vehicle requisitions through TTUHSC El Paso OVFM;
10. Coordinating all vehicle transfers and deletion through vehicle fleet management;
11. Rotating and/or eliminating vehicles with low utilization;
12. Complying with annual driver license record checks on all institutional- approved drivers;
13. Being knowledgeable with all vehicle fleet management policies and procedures;
14. Ensuring compliance with the established vehicle fleet management program. Non-compliance may result in the loss of TTUHSC El Paso vehicle privileges.

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