

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO**  
**TIPS FOR COMPLIANCE**  
**Vehicle Monthly Use 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 Use 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 Vehicle Use Report is due on the 5th of every month.
2. Submit Vehicle Use Report to [FleetElp@ttuhsc.edu](mailto:FleetElp@ttuhsc.edu) in PDF format
3. Retain a copy in your files for easy reference should there be any questions.

**The responsibilities of the vehicle custodian are:**

1. Being good stewards of Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) vehicles and managing them accordingly;
2. Appointing a departmental vehicle coordinator and providing TTUHSC EP Office of Vehicle Fleet Management (OVFM) with the name and contact information;
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 university 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 university preventive maintenance program;
7. Ensuring TTUHSC El Paso vehicles are used for their intended purpose;
8. Coordinating all vehicle requisitions through TTUHSC El Paso OVFM
9. Coordinating all vehicle transfers and deletion through; TTUHSC El Paso OVFM
10. Rotating and/or eliminating vehicles with low utilization;
11. Complying with annual driver license record checks on all university-approved drivers;
12. Behind knowledgeable with all vehicle fleet management policies and procedures; and
13. Ensuring compliance with the established vehicle fleet management program.

Non-compliance may result in the loss of TTUHSC El Paso vehicle privileges.