

33.04.99.C0.02 Use of University Vehicles

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Procedure Statement

This procedure provides guidance concerning the proper use of university and rental vehicles at Texas A&M University-Corpus Christi.

Reason for Procedure

Improper use of Texas A&M University-Corpus Christi 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.

Procedures and Responsibilities

1. Individual Texas A&M University-Corpus Christi 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 Property*, faculty and staff 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 Contracts and Property.
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 Procedure 09.02.99.C0.01, *University Name and Indicia Usage* and University Procedure 09.02.99.C0.02, *Branded Items*. Additional information is available through the division of Institutional Advancement.
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.

4. Guidelines regarding the use of university or rental vehicles for official travel are as follows:
 - 4.1. To reserve a university or rental vehicle for a particular date and time, a faculty or staff member should request a vehicle through the staff member in their department who coordinates vehicle rentals or check-out of university vehicles.
 - 4.2. 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.
 - 4.3. 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.
 - 4.4. 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 vehicle or use of a rental vehicle on approved university business. Also, smoking is prohibited in university vehicles and rental cars on university business.
 - 4.5. Rental vehicles can be picked up and returned at an authorized rental car company located within Corpus Christi city limits.
 - 4.6. Long-term (12 months or longer) use of rental cars may be arranged through existing master agreements through the Office of Contracts and Property. 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 and Property.
 - 4.7. A timely police report must be filed with the University Police Department or the jurisdictional police entity to report 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 staff member(s) handling vehicle leases or motor pool check-out.
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Related Statutes, Policies or Rules

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*](#)

Contact Office

Contact for clarification and interpretation: Director of Contracts and Property
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