

**TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE**

5.7

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| CAMPUS: | Marshall | Page 1 of 2 |
| TITLE: | Daily Report of Use of State Owned Vehicle | |
| OFFICE OF RESPONSIBILITY: | Business Services | |
| APPROVED BY: | Dr. J. Gary Hendricks | |
| TITLE: | President | Date: July 17, 2002 |

STATUS: Replaces Policy & Procedure 5.7 "Daily Report of Use of Owned Vehicles"
Approved 04/27/93
Revised 9/23/96
Revised 03/12/01
Revised 07/17/02 for TSTC Marshall

PRACTICE:

It is the practice of Texas State Technical College Marshall to govern the Daily Report of Use of State Owned Motor Vehicle.

Employees authorized to operate State Owned Vehicles are responsible for the completion of State Auditor's form 376-P entitled Daily Vehicle Use Report of Use of State Owned Motor Vehicle.

PROCEDURES:

- A. The Daily Record will be physically located in each vehicle with the license number and department title completed on the cover.
- B. For activities with assigned vehicles, the Vehicle Operator is responsible for the completion of the Daily Use Report On Motor Vehicle.
- C. For a driver to requests the use of a vehicle from the pool of vehicles they must notify the Fleet Manager with the dates needed, and times where he can place your request on a vehicle reservation calendar. When a department operates a

vehicle for special purpose, they are required to compile, finish, and submit the monthly report of daily use to the Fleet Manager no later than the 2nd day of the month. State mandated reporting must be completed by the 5th day of the month.

- D. The Fleet Manager will check verify, and audit the Daily Report of Use of Motor Vehicle. Gas/oil receipts should be turned into the Fleet Manager on a daily basis. Then all daily receipt information will be entered into the Fleet Anywhere program on a monthly basis.
- E. The Fleet Manager will maintain two Vehicle files for each TSTC Marshall Vehicle. Included in one file will be Vehicle Title, Registration Receipt, and Vehicle Warranty. A Report of Daily Use of Motor Vehicle, and Maintenance Reports will be kept in another file, and entered into the Fleet Anywhere program mandated by the State of Texas.