

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Assignment of University Vehicles to Employees

Regulation and Procedure Number: URP: 04.520

Policy Owner: Finance and Administration

POLICY STATEMENT

The purpose of this policy is to document which employees may be assigned University vehicles.

APPLICABILITY

This policy is applicable to TWU Faculty and Staff.

DEFINITIONS

1. "University Vehicle" means any vehicle that is owned, leased, or rented by the University.

REGULATION AND PROCEDURE

I. Assignment of University Vehicles

- A. It is the policy of the University that only the following employees may be assigned a University vehicle:

1. Chancellor and President

The assignment of a University vehicle is critical in that this person must be available at all times to attend off-campus functions. The assignment of a University vehicle is important to ensure that the Chancellor and President can fulfill the requirements of the position.

2. Department of Public Safety Chief

the assignment of a University vehicle is important to ensure that this person can be available immediately in case of emergency

3. Department of Public Safety Lieutenant

The assignment of a University vehicle is critical to ensure that this person(s) can be available immediately in case of an emergency.

4. Senior Associate Vice President of Facilities Management and Construction/Chief Facilities Officer

The assignment of a University vehicle is critical to ensure that this person can be available immediately in case of an emergency.

- B. With the exception of the Department of Public Safety vehicles, mileage records must be maintained documenting business and personal use miles. Any personal use mileage including travel to and from home may be taxable.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

None

FORMS AND TOOLS

None

<p>Publication Date:</p> <p>Next Review:</p>
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