



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 80.09: Escalation Procedure for Noncompliance with Monthly Vehicle-Use Reporting

DATE: August 22, 2019

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish procedures and assign responsibility for escalating requests for vehicle-use reports for Texas Tech University vehicles.

REVIEW: This OP will be reviewed in August of odd-numbered years by the Fleet Manager forwarded through administrative channels to the Operations Division Managing Director for Services and the Assistant Vice President for Operations.

POLICY/PROCEDURE

The Fleet Management (FM) Office notifies all Vehicle Coordinators/Custodians of required and/or missing information needed to keep the vehicle and Texas Tech University in compliance with monthly requirements set forth by the Office of Vehicle Fleet Management (OVFM) in Austin.

Notices, such as delinquent Vehicle Use Reports, documentation of Preventive Maintenance completed, notices of inspection needed, or new registration stickers and/or license plates are sent by FM. If these notices are not fulfilled, they will be escalated per the below guidelines.

	1st Escalation	2nd Escalation	3rd Escalation	4th Escalation
Notice from:	Fleet Manager	Operations Division Managing Director of Services	Operations Division Assistant Vice President	Vice President for Administration & Finance and Chief Financial Officer
Notice to:	Vehicle Coordinator/Custodian	Director/Chairperson of delinquent department	Dean/Assistant Vice President of delinquent department	Senior Vice President of delinquent department