



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

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

**DATE:** November 1, 2023

**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 and forwarded through administrative channels to the Senior Managing Director of Transportation & Parking Services and the Associate 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.

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