



**OFFICE OF THE DIRECTOR
THE UNIVERSITY OF TEXAS SYSTEM POLICE
POLICIES AND PROCEDURES MANUAL**



TITLE: VEHICLE AND DRIVER'S LICENSE REQUIREMENTS		
POLICY NUMBER: A-4	EFFECTIVE DATE: 08/01/2009	RESCINDS / AMENDS: 09/01/04
RELATED LAWS: Transportation Code Chapter 521 & Section 548 Government Code Section 2203.001	RELATED STANDARD(S) / RULE(S): U.T. System Policy UTS157 State Vehicle Fleet Management Plan	

I. PURPOSE:

To insure that The Office of the Director of Police and all U.T. System Institution Police Departments comply with the provisions of State law and U.T. System policies related to motor vehicle operation.

II. VEHICLE INSPECTION AND OFFICER'S DRIVER LICENSE:

- A. The Chief, or designee, at U.T. System and each institution police department shall maintain a record of the renewal dates for vehicle inspection stickers for all vehicles and will insure each vehicle in a department's fleet or inventory has a current and valid vehicle inspection sticker, in compliance with Texas Transportation Code Section 548.051.
- B. The vehicle inspection record will reflect the following:
 - 1. Type of vehicle;
 - 2. Year and make of vehicle;
 - 3. Month the vehicle is due for annual inspection; and
 - 4. Date of last inspection.
- C. The Chief, or designee, will insure that all department personnel who are authorized to operate a state/university owned or leased motor vehicle possess a current driver's license issued in compliance with Chapter 521 of the Texas Transportation Code.
- D. The Chief, or designee, will maintain a record of the driver's license renewal date for all department personnel authorized to operate a state/university owned or leased motor vehicle. The expiration date of the driver's license will be checked during the annual performance evaluation. A record of these dates will accompany all personnel

evaluations required to be submitted to the Office of the Director of Police. Additionally, Chiefs will insure that these items are inspected in all formal line inspections and that a record be made in the line inspection report.

III. REPORTING USE OF STATE/UNIVERSITY OWNED OR LEASED VEHICLE:

- A. The Chief, or designee, shall insure that all department personnel who are authorized to operate a state/university owned or leased vehicle submit a daily written report of the use of the vehicle in compliance with Texas Government Code Section 2203.001, The State Vehicle Fleet Management Plan, and institutional policies.
- B. The Chief, or designee, shall insure that all department personnel who are authorized to operate a state/university owned or leased vehicle comply with the provisions of U.T. System Policy UTS157, Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles.

John T. Slettebo

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Director of Police

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