

# **Regulations for the Management and Use of Official Vehicles of I-Shou University**

Adopted at the first meeting of the University Administration Council in the first semester of Academic Year 1994

Amendments adopted by the University Council on September 12, 1997

Amendments adopted on April 11, 2007 at the first meeting of the University Administration Council in the second semester of Academic Year 2006

Article 1 The Regulations for the Management and Use of Official Vehicles of I-Shou University (hereinafter referred to as “the Regulations”) are made for the purposes of better management and efficient dispatch of official vehicles owned by I-Shou University (hereinafter referred to as “the University”) as well as rules about using private vehicles for official purpose.

Article 2 Definitions:

1. official vehicles:

- a. official vehicles for exclusive use: vehicles for use exclusively by the President, vice presidents, the Dean of Academic Affairs, the Dean of Student Affairs, and the Dean of General Affairs
- b. campus buses: large vehicles transporting faculty members, staffers, students, associate instructors, and other personnel of the University to, from and between two campuses and city downtown;
- c. vehicles exclusively for guests: vehicles for free transportation of guests to and from the University;
- d. vans: vehicles for carrying goods and miscellaneous items;
- e. light-duty official vehicles: motorcycles and bicycles for official use;
- f. general official vehicles: any vehicle for official use not mentioned above.

2. private vehicles for official use:

- a. Any staffer, associate instructor, or faculty member who concurrently holds an administrative post uses his/her own vehicle for official purpose during office hours because his/her application for an official

vehicle to the General Affairs Section of the Office of General Affairs has been unsuccessful due to the unavailability of official vehicles.

- b. If a military training instructor uses his/her own vehicle for official purpose during the night shift at the student dormitory, the provisions of the preceding subparagraph may apply.

Article 3 The General Affairs Section of the Office of General Affairs (hereinafter referred to as “the General Affairs Section”) is responsible for the management, dispatch, detailing, maintenance, repair, regular inspections (including paying required fees), insurance, scrapping, and sales of official vehicles as well as assistance with related traffic accidents or violations.

Article 4 Should any official vehicle need replacing or renewing, or it is necessary to buy a new vehicle based on the University’s actual needs and the current condition of the vehicle(s), the General Affairs Section shall put forward a purchase requisition by following due purchase requisition and procurement procedures.

Article 5 All official vehicles shall be fully insured, unless otherwise rejected by insurance companies. The driver (rider) of an official vehicle must have a valid driver’s license. Should anyone be found to have operated an official vehicle without a valid driver’s license, demerits or severer punishment shall be meted out to him/her. If a traffic accident has therefore happened, the driver (rider) shall be fully liable for any damage or loss, and his/her immediate superiors and the General Affairs Section shall be subject to the joint disciplinary action.

Article 6 Application for general official vehicles:

1. A completed vehicle dispatch request form shall be submitted to the General Affairs Section at least before 4 p.m. on the day prior to the date of use for further inspections and dispatch. Notwithstanding the foregoing, the rule doesn’t apply to urgent applications.
2. Applications for an official vehicle shall be submitted to the General Affairs Section for further processing, unless otherwise stipulated.
3. Once an application has been granted, the applicant shall visit the General Affairs Section at the starting time of the loan period to collect the car key and the driving log. Failure to show at the General Affairs Section within 30 minutes of the starting time of the loan period will result in his/her application being cancelled.
4. Drivers are responsible for checking the assigned vehicle before each operation for its appearance and remaining gasoline. After each operation, they shall fill out the driving log, detail any condition of the vehicle requiring

attention or repair on the log, and then return the log and the car key to the General Affairs Section.

5. In principle, no official vehicle shall be allowed to be parked or stored overnight elsewhere other than the campus. If a driver is unable to return to the University on the date of use, he/she shall notify the General Affairs Section in advance, and prior consent from the General Affairs Section is required. Warnings or severer punishment will be meted out to violators, depending on the severity.
6. The General Affairs Section shall fill out an official vehicle dispatch sheet the next day for future reference.

Article 7 To decide the priority of dispatching official vehicles, the General Affairs Section shall take into consideration the reason for application and the time of receiving a vehicle dispatch request form.

1. Top priority shall be given to transporting important guests of the University.
2. If more than one applicant is bound for the same destination, they shall accept carpooling arrangements made by the General Affairs Section.
3. If the destination of a business trip is other than Tainan City, Kaohsiung City, Pingtung County or Pingtung City, travelling by public transport shall be taken instead of driving an official vehicle. Notwithstanding the foregoing, the rule doesn't apply to applications approved by the Dean of General Affairs or applications for a vehicle exclusively for guests.

Article 8 In principle, official vehicles for exclusive use are not open for application. Notwithstanding the foregoing, one may apply in accordance with Article 6 provided that prior consent has been obtained from the administrative head who uses the assigned vehicle. If a vehicle for exclusive use has been assigned with a chauffeur, the chauffeur is responsible for the maintenance, temporary repair and detailing of the vehicle.

Article 9 In principle, campus buses are not open for application. Notwithstanding the foregoing, one may apply in accordance with Article 6 provided that the application is for special official purpose and prior consent has been obtained from the President.

Bus drivers are responsible for the maintenance, temporary repair, detailing, and inspections (excluding paying required fees) of the buses they operate.

Article 10 To operate a vehicle exclusively for guests for official purpose, one shall apply in accordance with Article 6.

In principle, no vehicle exclusively for guests shall be allowed to be parked or stored overnight elsewhere other than the campus. Notwithstanding the foregoing, if it is necessary to return the vehicle the next day, the total loan period must not exceed 36 hours.

Article 11 In principle, vans are not open for application. Notwithstanding the foregoing, one may apply in accordance with Article 6 provided that the application is for official purpose and prior consent has been obtained from the Dean of General Affairs.

Article 12 Light-duty official vehicles can only be operated within the campus.

Article 13 Application for using private vehicles for official purpose:

1. To use a private vehicle for official purpose, one shall also submit a completed vehicle dispatch request form to the General Affairs Section. The applicant shall write down "Private Vehicle for Official Purpose" on the request form.
2. To use a private vehicle for official purpose, one shall fill out a subsidy form for using private vehicles for official purpose, write down the mileage on the subsidy form upon exiting and entering the campus, and then have the mileage confirmed by the campus guard (with a signature or seal). After the business trip has been completed, he/she shall submit the subsidy form along with the vehicle dispatch request form to the General Affairs Section for further processing.
3. If the private vehicle for official purpose is unable to return to the University on the date of the business trip for special reasons, the driver shall also have the mileage confirmed by the campus guard the next day when entering the campus. To apply for a subsidy, the subsidy shall not exceed the maximum allowable amount paid by the University for a business trip between the University and the assigned destination (the mileage not for the business trip shall be deducted), and such a situation shall be clearly stated on the subsidy form.
4. For private vehicles used for official purpose, the subsidy mentioned above shall be calculated on a mileage basis: NT\$6.5 per kilometer for cars and NT\$2 per kilometer for motorcycles. Except toll fees and parking fees, no expenses will be reimbursed. In case of a traffic accident, the driver (rider) shall have full accident liability and be fully responsible for any repair.
5. If a military training instructor uses his/her own vehicle to deal with unexpected student-related emergencies during the night shift at the student dormitory, he/she shall also fill out a subsidy form, submit the form to his/her

superiors for approval, and then deliver the form to the General Affairs Section for further processing.

6. Under the circumstances as referred to in the preceding subparagraph, if it is too urgent to have the mileage or the time of exiting/entering the campus confirmed, the military training instructor shall have the mileage or the time of exiting/entering the campus confirmed (with a signature or seal) by the campus guard at the Management Office after returning to the University.
7. Every month the unit in charge of official vehicles shall collect all completed subsidy forms and compile a report. The approved subsidy amount as referred to in Subparagraph 2 or 6 shall be given in the form of gasoline coupon. If the total subsidy amount exceeds that of the gasoline coupon, the remaining amount will be paid in cash.
8. The subsidy rate may be adjusted based on oil price fluctuations. Such adjustments shall not be imposed until ratified by the President.

**Article 14 Maintenance and repair of official vehicles:**

1. Unless otherwise stipulated, the General Affairs Section shall draw up a maintenance plan based on the condition of individual official vehicles and carry out proper maintenance as scheduled.
2. All repair details, each date of repair, and repair cost of each official vehicle shall be clearly stated on the corresponding vehicle repair sheet.
3. In case of any trouble with an official vehicle in the course of a business trip, the driver (rider) shall immediately notify the General Affairs Section. If the General Affairs Section agrees that the driver (rider) has the vehicle serviced or repaired on site, the driver (rider) shall submit valid receipts (lottery receipts) to the General Affairs Section for expense reimbursement after returning to the University. In case of part replacement, the originally used part shall be brought back to the University for scrapping.

**Article 15 Principles for handling traffic violations or accidents in relation to official vehicles while being operated for official purpose (also applicable to vehicles exclusively for guests):**

1. In case of any traffic violation, the driver (rider) or the applicant shall be liable for the fine. If the driver (rider) or the applicant refuses to pay the fine, the General Affairs Section will request the Office of Human Resources to deduct the fine from the salary.
2. The University shall take full responsibility for any damage or loss caused by an accident which the driver (rider) shall not be to blame for.

3. If any accident happens to an official vehicle in the course of a business trip, the driver (rider) shall immediately notify the General Affairs Section and request assistance.
4. For any accident caused by the driver's (rider's) negligence or improper operation, if the compensation amount is less than the amount of automobile insurance settlement, the University will take full responsibility; if the compensation amount exceeds the amount of automobile insurance settlement, the driver (rider) shall be liable for the excess.

Drivers (riders) or applicants may be subject to punishment, depending on the severity of violations.

Article 16 The Regulations become effective on the day of promulgation after being adopted by the University Administration Council and ratified by the President. The same procedure applies to any amendment to the Regulations.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.*