

# Environmental Technology Research Center

## Official Vehicle Management Regulations

May 3, 2026: Adopted at the 2nd General Affairs Meeting of Academic Year 2025–2026

### Article 1 Purpose

These Regulations are established to ensure the proper use of the Center’s official vehicles, maintain vehicle safety, reduce operating costs, and promote energy conservation and carbon reduction.

### Article 2 Scope of Application

These Regulations apply to all personnel of the Center who have been authorized by their supervisors to use official vehicles.

### Article 3 Vehicle Management

1. The vehicle registration certificates, keys, and related documents for official vehicles shall be kept by personnel designated by the Center.
2. Authorized users shall use official vehicles only during the approved time periods. After use, the vehicles shall be parked at the designated location, and the keys and related documents shall be returned.
3. Official vehicles shall not be used for private purposes or lent to others without prior approval.
4. The designated personnel shall compile the “**Monthly Official Vehicle Usage Report**” each month and submit it to the Office of Research and Development for record.

### Article 4 Application and Approval for Vehicle Use

1. Field sampling personnel may use official vehicles in accordance with the duty roster and shall complete the Vehicle Use Registration Checklist.
2. Other personnel who need to use an official vehicle for official business shall complete the “Official Vehicle Dispatch Application Form” and may use the vehicle only after obtaining approval from their supervisor.
3. In the event of temporary or emergency vehicle use, prior verbal notification may be given; however, the required application procedures shall be completed afterward.

## Article 5 Driver Qualifications and Responsibilities

1. Authorized users shall hold a valid driver's license and comply with applicable traffic laws and regulations.
2. Any fines incurred as a result of traffic violations shall be borne by the authorized user concerned.
3. Any authorized user who causes an accident or damage to an official vehicle due to negligence shall be responsible for the resulting damages and shall report the matter to the responsible administrative unit for further handling.

## Article 6 Use Records and Vehicle Maintenance

1. All authorized users shall accurately complete the "Monthly Official Vehicle Usage Report" upon departure and return, recording the date, time, mileage, and destination.
2. Before departure, authorized users shall check the fuel level, tire pressure, lights, and overall vehicle condition and confirm completion of the inspection by checking the appropriate boxes on the form.
3. Upon returning the vehicle, authorized users shall clean the vehicle interior and record the return mileage and vehicle condition on the form.
4. Any vehicle abnormalities shall be reported immediately to the designated personnel.

## Article 7 Maintenance, Fuel, and Expense Reimbursement

1. Official vehicles shall undergo regular maintenance and inspection by the designated personnel in accordance with the manufacturer's recommendations. Expenses related to vehicle maintenance, fuel, tolls, parking fees, and other associated costs shall be borne by the Center.
2. When authorized users claim reimbursement for fuel or temporary parking fees, they shall submit invoices or receipts bearing the School's Uniform Business Number.
3. Vehicle maintenance and service records shall be retained for at least three years for record-keeping purposes.

## Article 8 Insurance and Accident Handling

1. Official vehicles shall be covered by Compulsory Automobile Liability Insurance and applicable voluntary automobile insurance.
2. In the event of a traffic accident, the driver shall immediately report the accident to the police, notify the Center's designated personnel, and complete an accident report in accordance with applicable regulations.
3. The designated personnel shall assist with insurance claims and subsequent vehicle repair procedures.

#### Article 9 Violations and Accountability

1. Any authorized user who violates these Regulations may, in cases of serious violations, have their vehicle use privileges suspended.
2. Any authorized user who uses an official vehicle for private purposes, submits false claims for fuel expenses, or fails to report vehicle damage shall be liable for any resulting damages and may also be subject to administrative disciplinary action.

Article 10 These Regulations shall take effect upon approval by the General Affairs Meeting.  
The same shall apply to any amendments thereto.



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