

Yuan Ze University Regulations for Using the Official Car

April 9, 1990, Passed by the 17th Executive Council Meeting of the 1990 Academic Year

September 24, 1991, Amended by the 2nd Executive Council Meeting of the 1991 Academic Year

November 10, 2008, Amended by the 5th Executive Council Meeting of the 2008 Academic Year

March 3, 2017, Amended by the 2nd General Affairs Meeting of the 2016 Academic Year

January 17, 2023, Amended by the 1st General Affairs Meeting of the 2022 Academic Year

Article 1. These regulations are established to provide clear guidelines for the dispatch and borrowing of official vehicles at Yuan Ze University.

Article 2. The dispatch and borrowing of official vehicles are categorized as follows:

1. Sedans: Available for senior administrators of the University.
2. 9-seater vans and 21-seater minibuses: Available for administrative or academic first-tier units of the University.
3. 44-seater buses: Primarily used for commuter transportation between Taipei and the University for faculty and staff. They may also be dispatched for other official purposes if necessary, provided that commuter schedules are not disrupted.

Article 3. The following uses of official vehicles shall have priority approval and be exempt from vehicle usage fees:

1. Commuter transportation between Taipei and the University.
2. University-wide self-improvement activities.
3. University-wide faculty and staff tours, visits, or gatherings.
4. Reception of guests visiting the University.
5. Senior administrators attending off-campus meetings as University representatives.
6. Other University-wide missions requiring support, as approved.

Article 4. The following uses of official vehicles may be approved based on necessity and subject to vehicle usage fees:

1. Visits to factories or facilities for teaching or research purposes.
2. Activities organized by student clubs, as approved by the Office of Student Affairs.
3. Activities organized by the Far Eastern Group requiring large buses.
4. Other missions requiring support, as approved.

Article 5. Vehicle Usage Fees:

1. Use of Vehicles

Fuel Costs: For 44-seater and 21-seater buses: NT\$25 per kilometer, with a minimum charge of 50 kilometers. For distances below 50

kilometers, the fee is based on 50 kilometers. For distances exceeding 50 kilometers, the fee is calculated using the vehicle's odometer reading. For amounts calculated with remainders less than NT\$50, the remainder shall be disregarded. For amounts with remainders exceeding NT\$50, the remainder shall be rounded up to NT\$50.

For 9-seater vans: NT\$15 per kilometer, calculated in the same manner as above.

Official receipts with Yuan Ze University's tax ID from fuel purchases shall be provided as proof of payment.

2. Overtime Pay for Drivers:

Overtime pay shall be calculated based on the Labor Standards Act and reimbursed by the requesting unit.

3. Insurance for passengers (including drivers) shall be arranged by the requesting unit in accordance with relevant insurance regulations.

Article 6. Official vehicles shall not be used for personal purposes, including transporting guests or friends, attending social gatherings, traveling to airports, giving off-campus lectures, or engaging in religious or other personal activities.

Article 7. When applying to use official vehicles, a dispatch form must be completed and submitted to the Business Management Section of the General Affairs Office at least three days in advance for approval. Alternatively, a formal application letter can be submitted and approved before a vehicle is dispatched.

Article 8. Vehicles may only be used for the destination specified on the application form. Changes to the itinerary are not permitted. If an overnight stay is required due to official duties, prior approval from the Dean of General Affairs must be obtained.

Article 9. Self-driving Applications:

1. Applicants must be full-time faculty, staff, or research assistants at Yuan Ze University, possess a valid driver's license, and have at least five years of driving experience.
2. Before using the vehicle, a safety inspection must be conducted. Drivers must comply with all traffic regulations. Any violations, accidents, or vehicle loss shall be the full civil and criminal responsibility of the driver. The driver is also responsible for the repair or compensation of the official vehicle.
3. Upon returning the vehicle, the driver must complete the vehicle handover process with the Business Management Section, ensuring the vehicle is checked for damage. If the return occurs during holidays or outside office hours, the vehicle must be parked on campus, and the keys and documents kept securely by the driver until the next working day for handover inspection.

Article 10. These regulations shall take effect upon approval by the General Affairs Meeting and subsequent promulgation. Amendments shall follow the same procedure.

In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.