

Yuan Ze University Regulations for Official Car Management

May 14, 2012, Passed by the 14th Executive Council Meeting of the 2011 Academic Year

October 13, 2021, Amended by the 1st General Affairs Meeting of the 2021 Academic Year

- Article 1.** To ensure the safety management of official cars and protect the safety of passengers, Yuan Ze University hereby establishes the "YZU Regulations for Official Car Management" (hereinafter referred to as "these Regulations").
- Article 2.** Official cars defined under these Regulations refer to passenger vehicles with a capacity of 10 or more seats purchased by the university, owned by the university, and used exclusively for commuting purposes for faculty and staff. Other government vehicles and executive cars are excluded from this scope.
- Article 3.** The official cars shall be under the exclusive management of the Office of General Affairs, which is responsible for their safety management, maintenance of management records, and verification of attendance for drivers and vehicle assistants.
- Article 4.** During the operation of official cars, one vehicle assistant shall accompany the driver. Vehicle assistants shall be assigned rotationally each semester among administrative staff members. The rotational schedule shall be announced and displayed inside the vehicles at the start of each semester.
- Article 5.** Driver responsibilities, rights, and obligations shall be regulated separately under the "YZU Regulations for Official Driver Management".
- Article 6.** Vehicle assistants are responsible for the safety management of official cars during operation. They shall assist the driver in controlling passenger numbers, ensuring they do not exceed the vehicle's capacity, and monitoring the driver and operational conditions during the journey. In the event of irregularities, they must report to the Office of General Affairs. In the event of traffic accidents, vehicle assistants shall assist the driver in managing the situation, arranging passenger safety, and immediately contacting and reporting to the Office of General Affairs. If a vehicle assistant is unable to accompany the car, a proxy must be assigned.
- Article 7. Vehicle Safety Management**
1. Insurance Coverage:
To ensure passenger safety, in addition to mandatory automobile liability insurance, official cars must also be insured with third-party liability insurance and passenger liability insurance.
 2. Safety Equipment:
 - (1) Standard safety equipment for official cars must include fire extinguishers,

emergency window breakers, and dash cameras.

(2) Fire extinguishers must be regularly inspected to ensure they are within their validity period and in proper working condition. Their placement must be clearly indicated.

3. Vehicle Inspection and Maintenance:

(1) Daily maintenance and inspection records must be established, signed, and submitted to the Office of General Affairs for review. Any anomalies must be reported immediately to the Office of General Affairs for appropriate action.

(2) In addition to routine maintenance, official cars must undergo periodic maintenance at least every 10,000 kilometers or semi-annually.

Maintenance and repair records must be maintained for auditing purposes.

Article 8. The safety management of temporary rental vehicles, including vehicles, drivers, and operations, must be specified in the rental contract. Specific management items are detailed in the annex.

Article 9. 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.

Annex

Management Indicators	Item	Requirements for Rental Car Companies	Inspection Items for Each Company
Vehicle Safety Management	Vehicle Age Restriction	The age of rental vehicles must be limited to within 6 years from the manufacturing date (inclusive).	Require rental car companies to provide manufacturing certificates for inspection prior to contract signing.
	Insurance Coverage	Vehicles must be insured for automobile liability, third-party liability, and passenger liability.	Require rental car companies to provide proof of insurance for inspection prior to contract signing.
	Safety Equipment	Vehicles must be equipped with fire extinguishers, window breakers, and dash cameras.	Regularly inspect the functionality of these three safety devices.
	Vehicle Safety Inspection	Vehicles must undergo safety checks before departure, and records must be maintained.	Require rental car companies to regularly submit inspection reports; penalties should be imposed if not implemented.
	Maintenance and Repairs	Vehicles must be maintained at least every 10,000 km or semi-annually	Require rental car companies to regularly provide maintenance records.
Driver Safety Management	Driver Qualification	Drivers must not have records of drunk driving or traffic accidents.	Require rental car companies to provide proof of qualified drivers.
	Driver Health Check	Drivers must undergo at least one regular health check annually.	Require rental car companies to regularly provide records of drivers' health check certifications.
	Driver Violations/Accidents	If drivers commit violations or are involved in accidents and are reported or prosecuted, the rental car company shall bear full responsibility.	If such incidents occur, the rental car company will not be eligible for contract renewal upon expiration.
	Education and Training	Drivers must undergo regular annual education and participate in traffic	Require rental car companies to regularly provide records of drivers'

		safety workshops.	training and education.
Driving Safety Management	Alcohol Testing	Drivers must undergo breath alcohol testing before duty, and records must be maintained.	Require rental car companies to regularly submit breath alcohol testing records; penalties should be imposed if not implemented.
	Prohibition of Dangerous Driving	Dangerous driving behaviors such as drunk driving, swerving, speeding, or unsafe overtaking are strictly prohibited.	If the vehicle assistant observes such behaviors, they must immediately report to the transport management unit and request a driver replacement; related penalties must be stipulated in the rental contract.
	Restriction on Electronic Devices	Drivers are prohibited from using mobile phones or other electronic devices while driving.	
	Passenger Load Limitation	Drivers are responsible for controlling the number of passengers to prevent overloading.	Vehicle assistants are responsible for supervising and assisting drivers in fulfilling these responsibilities.
	Traffic Accident Handling	In the event of a collision or accident, drivers must preserve the accident scene, retain dash camera footage, assist injured passengers in receiving medical attention, and promptly notify police or insurance companies to determine liability.	Vehicle assistants must promptly report accidents to the company management unit and assist with passenger arrangements and follow-up procedures.