

CYCU Official Vehicles Dispatch Guidelines

Approved at the 778th School Administration Council Meeting
Amended at the 904th School Administration Council on December 6, 2012. Amended per the
letter under Yuan-Mi-Zi No. 1050002657 dated August 25, 2016.

Amended at the 1008th School Administration Council on January 12, 2023.

- Article 1. In order to establish guidelines for the dispatch of official vehicles, the following regulations are hereby established:
- Article 2. The dispatch of official vehicles is categorized as follows:
1. Official sedans: Dispatched for use by first-level supervisors of the University.
 2. 18-seater official vehicles: Dispatched for use by administrative or academic units at the first level of the University.
 3. 8-seater official vehicles: Dispatched for use by units at the second level or above of the University.
- Article 3. Priority order for the use of official sedans:
1. Transportation of distinguished guests.
 2. Official business or attendance at meetings.
 3. Reception of guest speakers for weekly meetings or college lectures.
- Article 4. Priority order for the use of 18-seater official vehicles:
1. University-wide activities.
 2. Transportation of distinguished guests.
 3. Conducting staff training activities.
 4. Faculty and staff visitation activities approved in advance by the President.
- Article 5. Priority order for the use of 8-seater official vehicles:
1. Transportation of distinguished guests.
 2. Official business with supporting documentation.
 3. Transportation of faculty and staff to and from hospitals for serious illnesses.
 4. Individuals attending academic seminars with proof of attendance.
 5. Faculty and staff visitation activities approved in advance by the Director of General Affairs.
- Article 6. The fee schedule for official vehicles is attached as a separate table.
- Article 7. The use of official vehicles is strictly prohibited for private purposes, such as transporting guests, friends, attending banquets, going to the airport, delivering speeches, teaching, or preaching off-campus.
- Article 8. The destination specified on the dispatch form must be adhered to, and users are not allowed to change the itinerary. If an overnight stay is necessary due to official business constraints, prior approval from the Director of General Affairs is required.
- Article 9. The Regulations are passed by the School Administration Council, and shall be promulgated and enforced by the President. The same shall apply where the Regulations are amended.

Table 1.

CYCU Official Vehicles Fee Schedule	
Vehicle Type	Fee Schedule
Official sedans	<ol style="list-style-type: none"> 1. Fuel Fee: Free of charge. 2. Driver's Service Fee: In accordance with the overtime management regulations for Chung Yuan Christian University staff, overtime pay will be issued and collected by the General Service Division. Drivers are not allowed to collect fees directly from the dispatching units.
18-seater Official Vehicles	<ol style="list-style-type: none"> 1. Fuel Fee: Within half a day, the fee is NT\$12 per kilometer. Beyond half a day, the fee is NT\$15 per kilometer. After calculation by the General Service Division, the amount will be transferred to the Accounting Office. (Administrative units are exempt from fees.) 2. Driver's Service Fee: In accordance with the overtime management regulations for Chung Yuan Christian University staff, overtime pay will be issued and collected by the General Service Division. Drivers are not allowed to collect fees directly from the dispatching units. 3. Parking and toll fees: The dispatching unit is responsible for these expenses.
8-seater Official Vehicles	<ol style="list-style-type: none"> 1. Fuel Fee: The fee is NT\$10 per kilometer. After calculation by the General Service Division, the amount will be transferred to the Accounting Office. (Administrative units are exempt from fees.) 2. Driver's Service Fee: In accordance with the overtime management regulations for Chung Yuan Christian University staff, overtime pay will be issued and collected by the General Service Division. Drivers are not allowed to collect fees directly from the dispatching units. 3. Parking and toll fees: The dispatching unit is responsible for these expenses.