

Management Measures of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Vehicle Use (Trial)

Chapter 1 General

Article 1 In order to implement the spirit of reforming the official vehicle system of central public institutions, standardize vehicle management at SIAT, save on vehicle procurement and operating expenses, and improve vehicle utilization efficiency, these Measures are formulated based on the *Suggestions on the Reform and Implementation of the Official Vehicle-using System in Central Public Institutions*, the *Management Measures of Official Vehicles of Party and Government Organs*, the *Management Measures of Public Institutions of the Chinese Academy of Sciences on Vehicles* (KFTC ZI [2019] No. 3), and the spirit of the *Implementation Plan for the Reform of the Official Vehicle-using System of Provincial Public Institutions in Guangdong Province*, combined with the actual situation of the Institute.

Article 2 These Measures apply to management supporting departments and various research units (hereinafter referred to as scientific research units).

Article 3 Official vehicles referred to in these Measures are various types of motor vehicles used for directional guarantee of business and management needs, approved and arranged by the Bureau of Support and Finance of the Chinese Academy of Sciences. Vehicles are classified into business vehicles, work vehicles, and vehicles for high-level talents based on their use nature.

(I) Business vehicles refer to motor vehicles used for field scientific investigations, field scientific experiments, and other business and business support purposes.

(II) Work vehicles refer to motor vehicles used for confidential communication, emergencies, and other official purposes.

(III) Vehicles for high-level talents refer to motor vehicles used to meet the work needs of high-level talents (such as academicians of the Chinese Academy of Sciences).

Vehicles for scientific research referred to in these Measures are vehicles used to meet the needs of scientific research work, and related expenses are covered by scientific research project funds.

Article 4 The functional divisions and offices of SIAT implement unified management of vehicles according to these Management Measures, and are specifically responsible for the daily operation and management of official vehicles. The business supervisors of the functional divisions and offices are responsible for supervising and inspecting the operation and management of official vehicles, and they also accept audits and supervision from relevant national and institute departments as well as disciplinary inspection and supervision from SIAT.

Chapter 2 Allocation and Management of Official Vehicles

Article 5 The number of vehicles allocated to SIAT is determined by the Chinese Academy of Sciences, and the total number of vehicles is controlled according to requirements, without exceeding the allocated vehicles.

Article 6 SIAT only allocates relatively fixed vehicles for high-level talents and does not allocate special vehicles for unit leaders.

Article 7 The allocation standards, disposal principles, and supervision and inspection of official vehicles are implemented according to relevant regulations of the Chinese Academy of Sciences.

Chapter 3 Management of Official Vehicle Use

Article 8 Official vehicles are managed under a management system of unified dispatch, parking, settlement, and holiday sealing.

Article 9 Vehicles are used according to the use nature determined by the Chinese Academy of Sciences, and can be allocated for use under the premise of directional guarantee.

Article 10 A mechanism for daily supervision of vehicle use is established. The *Vehicle Use Registration Form* (Attachment 1) is filled out according to the use of

each vehicle. After being signed by the vehicle management personnel and the head of the vehicle unified management department, the vehicle use content is publicized internally semi-annually.

Article 11 A mechanism for supervising vehicle operating expenses is established. A vehicle operation management ledger is established, and the Vehicle Management Ledger (Attachment 2) is filled out according to the mileage, fuel consumption, and operating expenses of each vehicle. After being signed by the vehicle management personnel and the head of the vehicle unified management department, it is publicized internally semi-annually.

Article 12 Detailed rules for vehicle use management

(I) For vehicles for high-level talents, SIAT's vehicle management department is responsible for unified allocation as long as the need for official vehicles for high-level talents during their stay in Shenzhen is guaranteed.

(II) The arrangement of business vehicles can be applied for the following matters

1. Official vehicles for institute leaders;
2. Official vehicles for various meetings and events organized by the Institute;
3. Official vehicles for major foreign affairs activities and reception tasks of the Institute;
4. Official vehicles for transporting employee or students of the Institute for emergency medical treatment;
5. Official vehicles for special circumstances where large quantities of materials or heavy objects need to be transported by management supporting departments.

(II) Approval procedures for business vehicle use

1. Vehicles not covered by the regulations will not be approved.

2. The basic principles of vehicle management: planned use, reasonable arrangement and allocation, following the principles of "selecting according to regulations, unified management, directional guarantee, economical use, and efficiency." Long-distance travel by official vehicles across provinces shall be minimized, with a focus on driving safety and arrival safety.

3. All types of official vehicles shall be used according to the use nature determined by the Chinese Academy of Sciences, and adjustments can be made based on actual work needs under the premise of directional guarantee. In cases where official vehicles cannot be allocated, depending on the urgency, importance, and itinerary arrangements, rental vehicles or special vehicles may be used.

4. Official vehicles shall be requested through filling out *Vehicle Application* the AOP system, and vehicles will be dispatched uniformly by the Public Finance Department. In case of emergencies, vehicles may be dispatched first and applications submitted later as appropriate. In special circumstances, the Public Finance Department has the right to rearrange vehicles that have already been dispatched (including those in use).

Article 13 SIAT personnel shall use public transportation as much as possible for official business outside the Institute. Long-distance travel across provinces shall be minimized, and requests for out-of-province official vehicles in Guangdong Province shall generally not be approved. When personnel need to conduct official business outside the city, they shall use public transportation. If a vehicle is needed due to special circumstances, approval must be obtained from the leaders in charge of specific areas of the Institute.

Article 14 Official vehicles shall not be used for non-official activities. It is strictly prohibited to misuse official vehicles for personal purposes or use private vehicles funded by the Institute. Leaders at all levels, departments, and research units of SIAT are not allowed to exchange, borrow, or occupy vehicles from subordinate units or other units and individuals in any way. They are also not allowed to use vehicles designated for directional guarantee or rented vehicles as personal fixed vehicles under various pretexts, nor are they allowed to provide vehicles to other units or individuals.

Article 15 Enhance the management of vehicle driving safety. Vehicles shall be driven by full-time drivers whenever possible. If part-time drivers are needed due to special circumstances, approval must be obtained from the head of the vehicle management department.

Chapter 4 Management of Scientific Research Vehicles

Article 16 Scientific research units using vehicles for scientific research projects and participation in scientific research activities shall be coordinated by assistant personnel from each institute, and the expenses incurred are paid from scientific research funds. The procedure of "apply first, dispatch later" is implemented. For requirements regarding vehicle application and use registration, please refer to relevant provisions in Chapter IV, Article 10, and Article 11 of these Measures.

Article 17 Scientific research vehicles must not be used for non-scientific research activities. Under no circumstances shall scientific research vehicles or rented vehicles be used as personal fixed vehicles under various pretexts.

Chapter 5 Vehicle Leasing Management

Article 18 When the vehicles of SIAT cannot meet the needs of business and management work, vehicle requirements can be resolved through social means. For longer-term needs or special requirements (such as large vehicles, vehicles for use in ports, or reception needs), a vehicle leasing service contract shall be signed with a qualified vehicle leasing company in accordance with the law. Users shall use the leasing service according to the contract terms.

Article 19 Detailed rules for protocol vehicle leasing management:

(I) Adhere to the principles of openness, transparency, and fair selection. Vehicle leasing services provided by qualified companies shall be procured in a fair and transparent manner by the Institute's vehicle management department through competitive bidding or other open and fair means, determining unified leasing prices and billing methods.

(II) The standards for rented vehicles shall not exceed the relevant regulations for official vehicles of the Institute.

(III) Vehicle leasing process and settlement: For trips funded by operating expenses, after approval by department heads, vehicles shall be leased by the vehicle management department based on the allocation of official vehicles. For trips by scientific research units funded by research funds, after approval by department heads,

relevant personnel from the vehicle department shall contact the vehicle leasing company to lease vehicles. Both the user and the driver of the vehicle shall sign and confirm on the *Vehicle Lease Details Form* (Attachment III) after the trip is completed.

(IV) Vehicle leasing fees funded by operating expenses shall be uniformly reimbursed by the Institute's vehicle management department, and expenses shall be apportioned to each user department according to the *Vehicle Lease Details Form*. Vehicle leasing fees funded by scientific research funds shall be settled with the vehicle leasing company by the user department based on the *Vehicle Lease Details Form*.

Chapter 6 Management of Official Transportation Expenses

Article 20 In accordance with the requirements of the Ministry of Finance and the Chinese Academy of Sciences for departmental budget preparation, the total expenditure budget on official transportation, including scientific research and management work, shall be included in the annual departmental budget, and the budget for vehicle purchases shall be included in the annual departmental budget for new asset allocation.

Total expenditure on official transportation includes vehicle purchase expenses, vehicle operating expenses, vehicle leasing expenses, and reimbursement expenses for official transportation. Vehicle purchase expenses include vehicle purchase price, vehicle purchase tax, and other related expenses. Vehicle operating expenses include vehicle maintenance and upkeep expenses, fuel costs, insurance costs, tolls, parking fees, accident loss expenses, and other miscellaneous expenses.

Article 21 Official vehicle-related expenses, such as insurance premiums, road maintenance fees, upkeep and repair fees, depreciation expenses, fuel surcharges, and annual inspection fees, shall be uniformly borne by the Institute.

Article 22 Enhance the management of total expenditure on all official transportation. In accordance with the principle of meeting business and management needs and practicing thrift, strengthen budget management and financial management, reduce vehicle operating costs, and control the total expenditure on all official transportation for the fiscal year. Total expenditure on official transportation shall generally not exceed the departmental budget allocation for vehicle operating expenses, vehicle leasing expenses, and reimbursement expenses for official transportation.

Article 23 For official transportation expenses funded by operating expenses, a quota management system for reimbursement expenses for official transportation shall be implemented, strictly adhering to the expenditure limit of official transportation determined by SIAT. The annual reimbursement expenses for official transportation funded by operating expenses shall not exceed the expenditure limit for reimbursement expenses for official transportation, and shall not exceed the corresponding level of official transportation subsidy standards for civil servants of the same level and in the same region.

The Finance Department of SIAT shall strengthen the management of official transportation expenses and enhance the review of reimbursement expenses for official transportation. Reimbursement of official transportation expenses shall strictly adhere to the principle of actual expenditure, based on legitimate public transportation receipts, and shall be reimbursed according to the actual public transportation expenses incurred. Monthly or other regular fixed amount reimbursements are strictly prohibited.

Reimbursement Standards for Functional and Support Departments

Level	Standard
Director-general Level	1690 yuan/month
Deputy Director-general Level	1500 yuan/month
Director Level	1040 yuan/month
Deputy Director Level	900 yuan/month
Office Head Level	650 yuan/month
Other personnel	450 yuan/month

Reimbursement Standards for Scientific Research Units

Level	Standard
Senior Researcher	1200 yuan/month
Associate Researcher	1000 yuan/month
Intermediate Scientific Research Personnel	650 yuan/month
Other personnel	500 yuan/month

For individuals provided with dedicated vehicles for high-level talents, they are not eligible for reimbursement of official transportation expenses; for those who share vehicles, they are not eligible for reimbursement of official transportation expenses as long as the vehicle meets work needs.

Reimbursement expenses for official transportation incurred by relevant scientific research personnel funded by research project funds shall be strictly controlled in accordance with the management measures for research project funds and shall not be included in the quota management of reimbursement expenses for official transportation of the unit.

Article 24 SIAT shall separately formulate relevant management measures based on the principles of fixed-point insurance, fixed-point maintenance and upkeep, fixed-point refueling, and "one car, one card refueling" to strengthen and control the management of vehicle operating costs. It is strictly prohibited to fictitiously list or include other expenses in vehicle maintenance fees, and non-institutional vehicles shall not be reimbursed for operating and maintenance expenses.

Chapter 7 Bylaw

Article 25 The terms "small passenger car", "medium passenger car", "large passenger car" etc., in these Measures are defined according to the public safety industry standard GA802-2014 *Types of Motor Vehicle - Terms and Definitions* of the People's Republic of China (PRC).

Article 26 These measures shall be interpreted by the Department of General Affairs, and matters not covered shall be implemented in accordance with relevant national and institute regulations. These measures shall come into effect from the date of issuance, and the original *Management Measures on Vehicle Use* of SIAT shall be repealed simultaneously.