

Motor Pool Policies

Every operator of a Fleet vehicle is responsible for understanding and adhering to ALL policies. Use of Fleet vehicles is a privilege that can be revoked. **(last updated on November 19, 2020)**

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Use Authorization

1. University vehicles shall be used for official University business only.
2. Responsibility for determining, authorizing, & controlling official use is the responsibility of the Vice Chancellor Finance and Business Operations (see Delegation of Authority CHA0038), the Campus Risk Manager and/or the Director of Transportation and Parking Services (see Delegation of Authority CHA0038-R.). Fleet Services personnel are not expected to determine the appropriateness of use, but are to make sure each operator has proper authorization.
3. University vehicles shall not be used regularly for transportation between personal residences and University campuses or other work locations, except those vehicles that are:
 - o Assigned to senior University executives (see University Policy Concerning Senior Management Automobiles);
 - o Used in conjunction with authorized ridesharing programs which include, but are not limited to, vanpools, carpools, buspools, and guaranteed ride home programs; or
 - o Used occasionally for transportation to and from personal residences in connection with departure and return from official University business trips, when the appropriate department official has determined that such use is more efficient and economical than available alternatives.
4. Any use of a vehicle for transportation between home and office, other than those stated above, must be specifically authorized in advance and in writing by the Vice Chancellor Finance and Business Operations as an exception to this policy and justified by a special and/or frequent work requirement of the University which cannot reasonably be met by other means of transportation. Drivers using vehicles under this section shall be subject to campus parking regulations.
5. Vehicles may not be left at an airport for any period of time, unless the rental cost of the vehicle and the parking charge is less than the use of other types of transportation.

Department Responsibility

Responsibility for the vehicles belongs to the department or campus program authorizing its use. This responsibility includes, but is not limited to:

1. Ensuring that all authorized drivers within their department or program know and understand all applicable University and Campus policies regarding use of University vehicles.
2. Ensuring that all authorized drivers within their department or program maintain a valid driver's license/endorsement for the type of vehicle being used and meet all other requirements. (Long-term rentals)
3. To the extent possible, ensuring that all authorized drivers within their department or program have a valid driver's license in their possession at the time of use. (Long-term rentals)
4. Ensuring that all authorized drivers within their department or program who routinely drive University vehicles in the course of their regular employment are included in the Department of Motor Vehicles pull notice system. Please see UCR Policy & Procedures Manual policy 650-19 "Employee's Public Driving Record - DMV Pull Notice System" for more information.
5. Ensuring that any driver who has had a disqualifying action taken against his/her driver's license or Certificate (e.g., DMV suspension or revocation) is not permitted to drive a University vehicle.

Requirements of Operator

1. All operators must have a valid driver's license.
2. It is the responsibility of Fleet Services to verify the possession and validity of the operator's driver's license each time a vehicle is released for daily rentals. Normally, drivers of any passenger vehicle are required to have a Class C license with the following exceptions:
 - Drivers of 15 passenger vans used as shuttle services or bus, are required to have a valid Class A or B license with the appropriate passenger endorsement.
 - Drivers of a tram and tractor combination are required to have a valid Class A or B license.
 - Youth Bus – Driver's of 10-15 passenger vehicles who transport school age children, K-12, are required to have a Class A or B Drivers' license with a California Special Driver Certificate valid for driving a youth bus.

Responsibilities of Operator

1. Authorized drivers include faculty & staff provided they have been approved by the appropriate campus official and the vehicle use is for official University business.
2. Student Drivers – Students may operate University vehicles only as part of any official curricular or research program, or official extracurricular program directly supervised by a member of the University faculty or staff. Misuse of University vehicles will result in withdrawal of authorization to drive them (also see UCR Policy & Procedures Manual, Policy #900-55 "Vehicle Accident and Damage Reporting" for information on misuse of University vehicles and payment for damages).

3. Passengers – It is the responsibility of all users of University vehicles to reduce the University's potential liability by limiting University passengers to those persons on official business for the University. Users should not give rides to hitchhikers, friends, relatives, and University employees not then engaged in University business. This policy also avoids problem of public comment on possible misuse of official vehicles.
4. When there is any question of appropriate use or appearance of misuse, it is suggested that private vehicles or rental vehicles be substituted

Cancellations

When a reserved vehicle is not needed, Fleet Services must be notified at least one hour prior to the release time of the vehicle so that it may be made available for other assignments. Charges will be made in the amount of 1/2 daily rental fee for reservations that are not cancelled in advance. Special consideration will be given for cancellations due to inclement weather, or for bonafide reasons beyond the user's control.

Picking Up Vehicles

Keys can be picked up at Fleet Services Monday-Friday 7:30AM – 4:00PM.

Returning Vehicles

Vehicles may be returned to Fleet 24 hrs day/7 days week. You may drop off your keys at Fleet Services Monday-Friday 7:30AM-4:30PM. If a University vehicle is returned after working hours or on the weekend, it should be parked in the designated spaces in Lot 23 off Linden Ave in front of Physical Plant. The keys should be left in the yellow drop box at the entrance to the Corporation Yard. Lock the vehicle.

The returned vehicle should be free of trash or excessive debris. The department (or organization) which reserved the vehicle shall be charged a minimum \$25 clean up fee if a vehicle's interior is judged to be excessively dirty. There is also a \$25 minimum charge if a box truck or stake bed is not cleared of all debris before returning.

Roadside Assistance

Fleet Owned Vehicles

For roadside assistance on Fleet owned vehicles, call (951) 827-2277. There is a 24-hour answering service outside of regular business hours.

When calling for roadside assistance, you must have the following information ready:

- Vehicle number
- Location of vehicle
- Vehicle condition
- Call back number

Enterprise (VRide) Vehicles

For roadside assistance on Enterprise vehicles, call (310) 436-2375.

When calling for roadside assistance, you must have the following information ready:

- Name of the Primary Driver
- Location of breakdown/vehicle
- Unit number or license plate number
- Your destination
- Number of riders/passengers

Accident Reporting

All University vehicles are self-insured. In the event of an accident, please refer to the information below.

University Owned Vehicles

Drivers are required to report ALL auto incidents within 24 hours to UCR's Claims Administrator, Sedgwick, by calling (800) 416-4029 and pressing 1. Operators are available 24/7.

Please use the Accident Loss Report Form to collect and document information. A copy of the Accident Loss Report form is also in each vehicle's glove compartment.

If any parties are injured, summon 911 immediately, and notify Risk Management as soon as possible. In addition, all vehicle accidents, damage, or theft should be reported to UCR Police and the supervisor in the vehicle's department.

Enterprise (VRide) Vehicles

An Accident Kit is located in the center console or glove box of each Enterprise vehicle. In the event of an accident (windshield damage, vandalism, minor accident, etc.), the Vanpool Coordinator or Driver is required to fill out the Accident Report Form and have passengers complete the included blue Accident Report Cards. In addition, please take 1-2 pictures of the damage on both vehicles.

Enterprise must be notified anytime an accident occurs. Call (310) 436-2375 or email maintenance@vanpool.com.

Insurance

All University vehicles are self-insured. All Fleet vehicles have a copy of the certificate of insurance in the glove box of the vehicle.

I have read and agree to the terms of this Policy

SIGNATURE

DATE