

UC Davis Policy and Procedure Manual

Chapter 350, Supplies and Equipment

Section 17, Use of Agricultural Field Support Services

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Responsible Department: Transportation Services

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I. Purpose

This section outlines the policies and procedures for use of the support services offered through Transportation Services' Construction and Heavy Equipment Programs, including labor and equipment rental and repair.

II. Policy

- A. Transportation Services' Construction and Heavy Equipment Programs offer a labor pool of University staff, a rental fleet of agricultural, construction, and material-handling equipment, and resale of supplies and materials.
- B. All services are provided on a recharge basis.
- C. Equipment rental procedures are designed to increase equipment availability, facilitate shared use between customers, assure that equipment is returned in a timely manner, and reduce rental fleet idle time.
- D. University-owned equipment may be used only for official University business by employees and students.

III. Procedures

- A. Equipment rental and leasing
 - 1. Persons may operate equipment only if they have received proper training or possess the appropriate license or certificate as required by law.
 - 2. Rental equipment may not be left in unattended areas for extended periods of time.
 - 3. Rental equipment that has been checked out may not be loaned to another person or department without authorization from Transportation Services' Construction and Heavy Equipment Programs.
- B. Long-term assignment of equipment
 - 1. Subject to availability of fleet equipment, a department may be granted long-term assignment of equipment in exceptional cases such as the following:
 - a. The equipment is needed on a frequent basis.
 - b. Work assignments of departmental personnel require extensive use of the equipment.
 - c. Assignment on a long-term basis is more economical than short-term assignment.
 - d. The long-term assignment does not adversely affect day-use customers.
 - 2. Long-term assignment does not modify the scope or appropriate equipment use or the responsibility of appropriate officials to authorize and control the equipment use.
 - 3. Equipment on long-term assignment may be recalled or rotated if utilization estimates are not being met and other departmental equipment needs can be met by shared use of the equipment.

4. For information on obtaining a long-term assignment, contact Transportation Services' Heavy Equipment Program at (530)752-1147.

C. Equipment repair

To obtain assistance to repair departmentally owned agricultural or industrial equipment, contact Transportation Services' Heavy Equipment repair shop at (530)752-1147.

IV. Roles and Responsibilities

A. Director—Transportation Services

1. Provides overall administrative responsibility for agricultural services provided by Construction and Heavy Equipment Services.
2. Implements policies related to the following:
 - a. Use and maintenance of University-owned agricultural and construction equipment.
 - b. Labor services.

B. Department heads and supervisors

1. Authorize and control official use of University-owned equipment by persons under their jurisdiction.
2. Provide or make available training for all employees under their jurisdiction who operate equipment.
3. Comply with Sections 380-20 and 380-22.

C. Employees operating equipment

1. Use equipment in accordance with State and local laws and University policy.
2. Return equipment promptly.
3. Report any mechanical difficulties, deficiencies, failures, or damage when returning equipment.
4. Cover the cost of damage to equipment, recharged to the department at prevailing rates, caused by negligent operations.

V. Further Information

Additional information on Transportation Services' Construction and Heavy Equipment Programs is available by calling 530-752-5435.

VI. References and Related Policies

UCD Policy and Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):

1. Section 380-20, Employee Driving Records.
2. Section 380-22, Drug and Alcohol Testing of Drivers.