

# UC Davis Policy and Procedure Manual

## Chapter 300, Travel and Transportation

### Section 30, University Owned Vehicles

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Responsible Department: Fleet Services

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#### I. Purpose

This section outlines policy and procedures regarding travel in and use of University-owned vehicles. (Refer to [Section 350-17](#) for information on use of University-owned agricultural and construction equipment.)

#### II. Policy

##### A. Responsibility

1. The Vice Chancellor--Administration has overall administrative responsibility for implementation of policies relating to campus transportation matters, including use and maintenance of University vehicles and operation of Fleet Services.
2. Fleet Services is responsible for purchase, maintenance, and inspection of all campus fleet vehicles and for management of all vehicle services, vehicle registration, and maintenance of all vehicle records. Exceptions must be specifically authorized in writing by the Vice Chancellor--Administration.
3. Department heads are responsible for authorizing and controlling official use of University-owned vehicles by persons under their jurisdiction. (See [Section 380-20](#), Employee Driving Records.)
4. The person who is operating a vehicle is responsible for use of the vehicle in accordance with University policy and State and local laws. Drivers with a provisional driver's license are responsible for adhering to the restrictions of that license.

##### B. General requirements

1. University vehicles may be used in conducting official University business by employees and students who possess a valid operator's license of the appropriate class. Drivers of vehicles requiring a Class A or B driver's license or a Class C license with endorsement must be entered in the Department of Motor Vehicles Pull Notice System administered by Fleet Services (see [Section 380-20](#)). Drivers with a provisional driver's license cannot drive between the hours of 12:00 midnight and 5:00 a.m. or transport passengers who are under 20 years of age, unless accompanied and supervised by a licensed driver who is the licensee's parent or guardian or a person older than 25 years of age and authorized by the parent or guardian. During the second 6 months after issuance of a provisional license, the licensee is authorized to transport passengers under the age of 20 years between the hours of 5:00 a.m. and 12:00 midnight without supervision. However, the restriction that the licensee not drive between the hours of 12:00 midnight and 5:00 a.m. continues to apply.
2. University vehicles, boats, forklifts, and trailers shall be operated by University personnel only, and trailers must be pulled by University vehicles unless the University department is reimbursing the employee utilizing his or her own vehicle for mileage in accordance with existing University policy. In such instances, the employee's vehicle insurance shall be primary as to any liability that results from such use. The department shall ensure that appropriate safety measures are employed and that the driver is properly licensed and insured. The department shall document private insurance coverage in existence at time

of use.

3. The use of privately owned vehicles in lieu of University vehicles is generally encouraged for local travel on University business. (See [Section 300-10.](#))
4. University vehicles may not be left at airports for extended periods of time (should not exceed 24 hours).
5. Drivers of University-owned vehicles may not give rides to hitchhikers.
6. Animals, bicycles, and other materials causing maintenance problems are not to be transported in passenger vehicles. Extraordinary costs associated with cleaning, excessive wear, or damage resulting from misuse may be charged to the responsible department. Departments are responsible for determining whether such costs resulted from an employee's or student's misuse and what, if any, action, including reimbursement by the employee or student for all or part of the costs, should be taken.
7. The vehicle operator is responsible for payment of any traffic citations, including fines for illegal parking, that are incurred while the operator is in control of the vehicle. The person indicated on the dispatch card for a vehicle is responsible for parking citations. Traffic and parking citations may not be paid from University funds. University employees or students who violate traffic laws of any state or subdivision thereof (except parking laws) while operating a University vehicle may lose University vehicle driving privileges.
8. The Injury/Illness Prevention Program requires the University to provide safe driver training for faculty, staff, and student employees who drive vehicles on official University business. This applies to private vehicles as well as University vehicles.
  - a. Employees who typically drive one hour a day, five days a week, or an average of 10% of total work time must attend a safe driver training class. (Sworn police officers are exempt from this requirement.) All other drivers are encouraged to attend the class with department approval.
  - b. Department heads are required to provide safe driving information to all employees who drive on official University business, regardless of the percentage of time.
  - c. All new employees must be provided with safe driving information before driving on University business.
  - d. Fleet Services will periodically provide information to departmental safety coordinators to discuss with employees in safety meetings.
9. The consumption of alcoholic beverages is not permitted in University owned or operated buses and is against the law in other vehicles.

C. Home-to-campus use of vehicles

Use of University vehicles for transportation between home and campus is generally prohibited.

1. The only appropriate use of University vehicles for such transportation is in connection with departure or return on an official business trip when such use is more efficient and economical than available alternatives.
2. Any other such use of University vehicles must be specifically authorized in writing by the Vice Chancellor--Administration as an exception to this policy and justified by a regular and frequent work requirement of the University that cannot be reasonably met by other means of transportation.

D. Use of vehicles for student and recreational programs

1. Registered student organizations are not eligible to use University vehicles. Student organization activities are considered distinct from University activities and therefore are not considered University business.
2. Academic departments may sponsor registered student organizations to use University vehicles as long as there is an identified connection between the focus of the department's curriculum and the student organization's activity. Travel to academic conferences, academic competitions, symposia, field trips, and other appropriate educational opportunities that have relevance to the curriculum are appropriate with department approval.
3. The Student Programs and Activities Center (SPAC) recognizes and sponsors the use of University vehicles for the Cal Aggie Marching Band, Danzantes del Alma, and the Student Recruitment and Retention Center. Recognized student governments, including ASUCD, the Graduate Student Association (GSA) and the Law School Association (LSA) are eligible to rent vehicle for student government/University purposes only with appropriate approval. Such approval protocols are designated by each of the student government organizations in consultation with the Vice Chancellor--Student Affairs.
4. University vehicles may be used off campus for recreational programs or purposes sponsored by University departments for students, employees, or community participants only with the prior approval of the appropriate dean or vice chancellor.
5. The use of University vehicles for on-campus activities related to any recreational events open to the entire campus community does not require such prior approval. Examples of such appropriate activities include the transportation of equipment for a Recreation Hall special event and the movement of people and equipment for Picnic Day programs.

E. Vehicle use outside California

University vehicle use outside California requires approvals as follows:

1. Use of University vehicles in the continental U.S. beyond 100 miles outside California requires approval of the Vice Chancellor--Administration (form is available at <http://www.fleet.ucdavis.edu/business>). (See [Section 300-10](#) regarding the recommended use of rental vehicles for extensive out-of-state trips; Fleet Services should be consulted in determining whether the use of a University vehicle or a rental vehicle is more advantageous.)
2. Use of University vehicles in foreign countries requires the advance written approval of the Vice Chancellor--Administration. In addition, a notarized letter of permission, which is provided by the Risk Management Office, is required to drive a University vehicle into Mexico or Canada.
3. Extramural granting agencies may require prior review and approval of plans to use University vehicles in foreign countries or to use them extensively in the United States when such use is financed with grant funds. Contact the Office of Research--Sponsored Programs for assistance in determining agency requirements.

F. Control and care of vehicles

1. General purpose vehicles and some specialized vehicles are purchased and controlled by Fleet Services. The fleet includes the following types of vehicles:
  - a. Passenger vehicles (sedans, passenger vans).
  - b. Buses. (Fleet Services will provide drivers.)
  - c. Trucks (half-ton and three-quarter-ton pickups, cargo vans, dump trucks, trucks with

van bodies, and one- and two-ton flatbed trucks).

- d. Specialized vehicles (police patrol cars, Fire Department on-call vehicles, handicap vans, utility trucks, trams, refuse trucks).
2. Specialized vehicles such as mobile clinics and fire apparatus may be purchased and controlled by a single department only if such vehicles are not available through Fleet Services and with prior written approval of the Vice Chancellor--Administration.
  3. Departmentally controlled vehicles must be maintained, inspected, and managed by the department.
    - a. Departments are responsible for assuring that vehicles and trailers in their care and custody conform to appropriate State and Federal requirements and that individuals operating them are properly trained and licensed. Guidelines for operation and maintenance of these vehicles are available from Fleet Services. These vehicles are subject to an annual inspection that includes an emissions inspection as required by State law.
    - b. Departments are also responsible for assuring that boats and associated safety equipment under departmental control conform to applicable State and Federal requirements and that operators are properly trained and licensed. Information on boat maintenance and safety is available from the Office of Environmental Health & Safety.
    - c. Departmentally controlled vehicles are covered on liability insurance if they are registered by Fleet Services. Departments are responsible for requesting liability insurance coverage for trailers and boats if necessary and for requesting physical damage insurance for all vehicles, boats, and trailers if needed.
    - d. Departments will be charged a monthly fee to cover the cost of liability insurance, parking (if the vehicle is housed on campus), and an administrative fee to monitor, track, and report the annual safety/smog inspection.

#### G. Assignment of vehicles

1. Vehicles are obtained from Fleet Services on a daily basis. A department may be granted assignment of a vehicle, subject to availability, in such exceptional cases as the following:
  - a. The department is located in an area remote from Fleet Services.
  - b. The vehicle is consistently needed on a daily basis.
  - c. Work assignments of departmental personnel require extensive vehicle use.
2. Assignment does not modify either the scope of appropriate vehicle use or the responsibility of appropriate officials to authorize and control the vehicle use.
  - a. Departments with vehicles on assignment must maintain records of vehicle use sufficient to document vehicle users and uses, to demonstrate compliance with policies and procedures, and to allow evaluation of proper use and continued need for assignment.
  - b. It is the department's responsibility to assure that vehicles on assignment are returned to Fleet Services for routine/scheduled maintenance.
  - c. Assignment vehicles may be recalled or rotated to assure maximum vehicle utilization.

#### H. Rates

1. Fleet Services is a self-supporting activity supported through recharge of costs to users. Recharge rates are established to recover all costs of operations, including provision for replacement vehicles. Contact Fleet Services for a copy of current rates.
  2. Fleet Services vehicles may not be modified without advance written authorization of the Fleet Services Manager. Departments requiring use of vehicles that must be modified should contact Fleet Services for information on additional monthly costs involved to cover the cost of the modifications (e.g., special bodies, liftgates, flatbeds, van bodies).
    - a. Departments are responsible for maintenance and repair costs of specialized units mounted on fleet vehicles (boom trucks, bucket trucks) if purchased by the department.
    - b. Insurance coverage for specialized equipment must be arranged by the department, in advance, through Risk Management.
    - c. Costs will be adjusted if additional expenses are accrued for the operation of special equipment.
- I. Service and repairs
1. All fuel, repairs, replacement parts, and services, including towing services, must be obtained through Fleet Services during regular business hours. Instructions included in each vehicle describe how to obtain services outside regular business hours.
  2. All University vehicles are provided with credit cards for purchase of diesel fuel, unleaded gasoline, alternative fuels, and oil and for emergency repairs necessary for vehicle operation. Departments are recharged directly for fuel for assigned vehicles. Loss or theft of credit cards must be reported immediately to the Fleet Services dispatch office. Use of Fleet Services credit cards for other than University vehicles is a felony.
  3. Emergency mechanical repairs under \$250 may be authorized by the vehicle operator if such repairs are necessary to complete a trip. Fleet Services must authorize any repairs in excess of \$250. If repairs over \$250 are necessary to complete a trip, call Fleet Services collect for instructions on how to proceed; the UCD Police Department should be called when Fleet Services is closed.
  4. The department or activity assumes financial responsibility for repairing damages (including replacement vehicles) that result from misuse of or accidents to any vehicle in its custody. Damages resulting from accidents must be reported promptly for insurance coverage to be valid; Accident Report Forms and instructions are provided in University vehicles. See [Section 370-25](#) for information on insurance coverage and procedures for filing accident reports and damage claims, or visit Risk Management Services Web site at <http://rms.ucdavis.edu>.
- J. Registration and identification
1. All University-owned vehicles, trailers, and forklifts that are operated or towed on public or University roadways must be registered by Fleet Services in the name of the University of California and licensed as exempt vehicles. University activities and organizations are not authorized to own or register vehicles in their own names.
  2. All vehicles owned by the University are to be identified by a decal or special UCD license plate holder conspicuously displayed on the rear of the vehicle that states "University of California--For Official Use Only." No other decals, stickers, or signs, including dealer-identified license plate holders, may be placed on any University vehicle without written approval of the Vice Chancellor--Administration.

3. Fleet Services is responsible for registration, in the name of the University of California, of boats owned by UCD. A Vessel Certificate of Number is issued for registered boats and, in accordance with State law, is renewed every two years by Fleet Services. The Vessel Certificate of Number must be on board whenever the vessel is in operation. The vessel CF numbers and renewed stickers obtained through the Department of Motor Vehicles must be affixed on each side of the bow in accordance with State law.

K. Other UC campus pool cars

When appropriate, the other UC campus fleet operations may make vehicles available to UCD employees for University business at applicable rates. Contact Fleet Services for more information.

**III. Procedures**

A. Daily use of vehicles

Responsibility	Action
Driver	<ol style="list-style-type: none"> <li>1. Calls Fleet Services in advance to reserve vehicle.</li> <li>2. Obtains vehicle dispatch card from driver's department.</li> <li>3. Presents vehicle dispatch card and appropriate driver's license to Fleet Services dispatch office when picking up vehicle. Note: Some vehicles require that a driver be in the DMV Pull Notice System (see <a href="#">Section 380-20</a>).</li> <li>4. Completes and signs trip card showing specific purpose of trip, destination, and time of departure and return.</li> <li>5. Inspects vehicle and notifies Fleet Services dispatcher of existing body damage.</li> <li>6. Notifies Fleet Services dispatch of any damage incident and completes Accident Report Form according to procedure in <a href="#">Section 370-25</a>. (Also see <a href="http://rms.ucdavis.edu">http://rms.ucdavis.edu</a>.)</li> <li>7. Returns vehicle promptly upon completion of trip and reports any mechanical difficulties, failures, or deficiencies. <ul style="list-style-type: none"> <li>• If returning during business hours, park vehicle on fuel island. The odometer reading will be reported by island attendant.</li> <li>• If returning after 5:00 p.m., park vehicle in Fleet Services parking lot, lock it, and drop keys in drop box.</li> <li>• Vehicles must be returned by 6:00 a.m. to avoid additional charges and allow preparation time for next vehicle use.</li> </ul> </li> </ol>

B. Assignment of vehicle

Responsibility	Action
Department	<ol style="list-style-type: none"> <li>1. Prepares Application to Obtain University Vehicle on Assignment (available at <a href="http://www.fleet.ucdavis.edu/business/">http://www.fleet.ucdavis.edu/business/</a>) and sends to Fleet Services.</li> </ol>
Fleet Services	<ol style="list-style-type: none"> <li>2. Assesses need for and availability of vehicle; makes vehicle</li> </ol>

	assignment.
Department	<ol style="list-style-type: none"><li>3. Maintains records to document vehicle use; retains records one year for audit purposes. Note: Off-campus departments should report odometer mileage to Fleet Services dispatch by 25th of each month for maintenance scheduling purposes.</li><li>4. Takes vehicle to Fleet Services shop for regular maintenance and repairs.</li><li>5. Notifies Fleet Services shop of any damage incident and completes Accident Report Form according to procedure in <a href="#">Section 370-25</a>. (Also see <a href="http://rms.ucdavis.edu">http://rms.ucdavis.edu</a>.)</li><li>6. Verifies that each driver possesses a valid driver's license. (See <a href="#">Section 380-20</a>.)</li></ol>

**IV. References and Related Policy**

- A. UC Business & Finance Bulletins (<http://www.ucop.edu/ucophome/policies/bfb/>):
  1. [BUS-8](#), University Vehicle Acquisition, Registration, Licensing and Disposal.
  2. [BUS-46](#), Use of University Vehicles.
- B. UCD Policy & Procedure Manual (<http://manuals.ucdavis.edu>):
  1. [Section 300-17](#), Transportation Expenses--Automobile.
  2. [Section 350-17](#), Use of Agricultural Field Support Services.
  3. [Section 370-25](#), Vehicle Insurance.
  4. [Section 380-20](#), Employee Driving Records.