Chapter 300, Travel and Transportation
Section 30, University Owned On-Road Licensed Vehicles
Date: 9/19/16
Supersedes: 9/29/15
Responsible Department: Fleet Services
Source Document: UC Business and Finance Bulletin (BFB) BUS-46, Use of University Vehicles

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I. Purpose

A. This section outlines policies and procedures regarding travel in and use of University owned on-road licensed vehicles.

B. For information on use of University owned agricultural and construction equipment, see Section 350-17.

C. For information on the use unlicensed miscellaneous motorized vehicles (e.g., scooters, utility vehicles, golf carts, all-terrain vehicles, forklift trucks, etc.), see Section 350-32.

II. Policy

A. University vehicles may be used only for the conduct of official University business as described in BFB BUS-46.

B. University vehicles capable of operating on an alternative fuel must use that fuel whenever available.

C. University boats and trailers must be towed by University vehicles.

D. University vehicles may not be left at airports for periods of time exceeding 24 hours.

E. Drivers of University vehicles may not give rides to any unauthorized passengers, including family members.

F. No decals, stickers, or signs, including dealer-identified license plate holders, may be placed on any University vehicle without written approval of the Vice Chancellor--Finance, Operations, and Administration.

G. Use within Campus Core is time limited to the Central Campus Access Lockdown Schedule as published by Transportation and Parking Services.

III. Responsibilities

A. Drivers

1. Must operate vehicles in accordance with University policy and all applicable laws.
2. Must possess a valid driver's license of the appropriate class for the vehicle driven.
   a. Drivers holding provisional licenses must comply with California Vehicle Code 12814.6 and be authorized in writing by the department.
   b. Non-resident employees or students must have complied with California Vehicle Code 12502 by holding a valid license issued by another state or jurisdiction.
3. May not transport animals, bicycles, or any other material that may cause damage, excessive wear, or require cleaning of the vehicle.

4. Are responsible for paying any traffic citations, including parking fines or toll evasion. University employees or students who violate traffic laws of any state or subdivision thereof while operating a University vehicle may lose University driving privileges.
5. Must ensure the vehicle does not idle in excess of five minutes with the following exceptions:
   a. When required for safety.
   b. To complete a function of the vehicle.
   c. For servicing, testing, or maintenance.
   d. To regenerate diesel exhaust filters.
   e. When required by vehicle manufacturer to warm the engine to operating temperature.
6. Must attend a safe driver training program as required by policy or the department.
7. Must not use the vehicle for transportation between home and campus except as allowed by BFB BUS-46.

B. Department heads

1. Authorize and control official use of University-owned vehicles by employees under their jurisdiction.
2. Ensure use of equipment is in accordance with University policy.
3. Must enter drivers of vehicles requiring a Class A or B driver's license or Class C license with endorsement in the DMV Pull Notice System (see Section 380-20).

C. Fleet Services

1. Purchases, maintains, and inspects all campus on-road licensed fleet vehicles.
2. Maintains registration for all vehicles, including boats owned by the University.
3. Manages all vehicle services and records.
4. Administers the DMV Pull Notice System.
5. Provides safe driver training programs for the campus.

IV. Restrictions

A. Use by registered student organizations (RSOs)

1. RSOs may not operate University vehicles but may use campus group transportation programs (e.g., Charter Bus services).
2. Academic departments may sponsor RSOs to operate University vehicles when there is an identified connection between the department's curriculum and the RSOs activity.

   The department is financially responsible for any loss or damage incurred during such use.

B. Use for recreational programs

1. Vehicles may be used for on-campus activities related to recreational events open to the entire campus community (e.g., transportation of equipment for a Recreation Hall special event or Picnic Day programs).

2. Vehicles used off campus for recreational programs or purposes sponsored by University departments for students, employees, or community participants require approval by the appropriate vice chancellor or dean.

C. Use outside of California

1. Use of vehicles within the continental U.S., but 100 miles outside California, requires approval.

   a. Units within the Division of Student Affairs must request approval from the Office of the Associate Vice Chancellor – Divisional Resources, Division of Student Affairs.

   b. All other campus units must request approval from the Vice Chancellor—Finance, Operations, and Administration.

2. Use of vehicles financed by grant funds may require prior review and approval by the extramural granting agency.

3. Fleet vehicles may not be used for international travel.

D. Acquisition

Specialized vehicles not available through Fleet Services may be purchased and controlled by a single department with written approval of the Vice Chancellor—Finance, Operations, and Administration.

1. All acquisition requests must be reviewed by Fleet Services prior to initiation of the procurement document to ensure compliance with BFB BUS-8.

2. The department acquiring the vehicle is responsible for required management, maintenance and inspections; and to provide annual inspection documentation to Fleet Services upon request.

3. Departments are charged a monthly fee to cover the cost of liability insurance and programs associated with management of vehicles (e.g., safe driver training program, parking).

E. Repairs and service

1. All repairs, parts, and services, including towing services for fleet vehicles, must be obtained from Fleet Services during regular business hours.

2. Emergency repairs

   a. Fleet Services must authorize all emergency repairs.

   b. After-hours roadside and emergency assistance is provided by the UC Davis Police Department (530-752-1230).

3. The department is financially responsible for damage (including replacement) that results from misuse, negligence, abuse, or accidents to any vehicle in its custody.

F. Modifications

1. Fleet Services vehicles may not be modified (e.g., special bodies, lift gates, flatbeds) without advance written authorization from the Director--Fleet Services.

2. Departments are responsible for additional costs for modification, maintenance, and repair of specialized equipment purchased by the department mounted on fleet vehicles (e.g., boom trucks, bucket trucks). Insurance coverage for specialize equipment must be arranged by the department through Risk Management.

G. Fuel and fuel cards

1. All fuel must be purchased from UC Davis bulk fueling facilities or purchased with a campus fuel card.
2. The fuel card assigned to each vehicle may be used for fuel only. Use for roadside assistance or minor emergency vehicle repairs for the assigned vehicle requires prior approval from Fleet Services.
3. Loss or theft of fuel cards must be reported immediately to Fleet Services and to the fuel card provider.

V. Assignment of Vehicles to Departments

A. Vehicles may be assigned to a department by Fleet Services, subject to availability, in the following cases:

1. The department is located in an area remote from Fleet Services.
2. The vehicle is consistently needed on a daily basis.
3. Work assignments of departmental personnel require extensive vehicle use.

B. Departments with vehicles on assignment must maintain records of vehicle use sufficient to document vehicle users and uses, compliance with policies and procedures, and to verify proper use and continued need.

C. Departments must return vehicles to Fleet Services for routine/scheduled maintenance.

D. Assignment vehicles may be recalled or rotated to assure maximum vehicle utilization.

E. Accidents or damage to assigned vehicles must be reported to Fleet Services (see Section 370-25).

VI. Further Information

A. Recharge rates, established to recover all costs of operations, are available at http://fleet.ucdavis.edu/Dispatch/rates.

B. Additional information regarding reservation and rental of vehicles is available from Fleet Services.

VII. References and Related Policies

A. UC Business and Finance Bulletins:

1. BUS-8, Acquisition and Disposition of University Vehicles.
2. BUS-46, Use of University Vehicles.

B. UC Davis Policy and Procedure Manual:

1. Section 290-82, Boating Safety.
2. Section 350-17, Use of Agricultural Field Support Services.
3. Section 370-25, Vehicle Insurance.
4. Section 380-20, Employer Pull Notice System.