

UC Davis Policy and Procedure Manual

Chapter 350, Supplies and Equipment

Section 17, Use of Agricultural Field Support Services

Date: 12/2/08

Supersedes: 4/29/03

Responsible Department: Facilities Management

Source Document: N/A

I. Purpose

This section outlines the policies and procedures for use of the support services offered through Civil and Industrial Services (formerly Agricultural Services), including labor, irrigation, and equipment rental and repair.

II. Policy

- A. Civil and Industrial Services offers a labor pool of University staff, purveyance of irrigation water, 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. Field Support Services

- A. Labor services include the following:
 - 1. Equipment operation in support of agriculture, construction, maintenance, and operation.
 - 2. Welding and metal fabrication.
 - 3. Custom fencing.
 - 4. Surveying.
 - 5. Laser leveling.
 - 6. Miscellaneous construction and earthwork.
- B. Irrigation services include the following:
 - 1. Maintenance and repair of irrigation delivery lines used in field research.
 - 2. Installation of new irrigation lines.
 - 3. Repair of wells and pumps.
 - 4. Delivery of Solano Project water.
- C. Equipment division services include the following:
 - 1. Rental of the following types of equipment:
 - a. Tractors—row crop, orchard, and general use tractors.
 - b. Implements—agricultural and construction of all types.
 - c. Loaders—wheel loaders and skid-steer loaders.
 - d. Material handling—forklifts, rotators, and squeeze units.

- e. Earthmoving—dozer, compactor, scraper, and tracklayer.
 - f. Heavy construction—crane, road roller, road grader, and water truck.
2. Repair of departmentally owned equipment.

IV. Procedures

A. Labor and irrigation services

- 1. To obtain labor or irrigation services, contact Civil and Industrial Services at (530)752-1145 to place a work request.
- 2. To obtain delivery of Solano Project water to field plots, contact Civil and Industrial Services at least 24 hours in advance of scheduled irrigation.

B. Equipment rental and leasing

1. General requirements

- a. Persons may operate equipment only if they have received proper training or possess the appropriate license or certificate as required by law.
- b. Rental equipment may not be left in unattended areas for extended periods of time.
- c. Rental equipment that has been checked out may not be loaned to another person or department without authorization from Civil and Industrial Services.

2. Arranging the rental

- a. The person checking out the equipment calls the equipment shop to check availability at least 21 days prior to intended use.
- b. If equipment is available, a reservation may be made for a maximum of 7 calendar days.
- c. In cases of weather-related delays, Civil and Industrial Services will attempt to facilitate accommodations between users. Customers having spray equipment shall be allowed to complete applications before rinsing and returning equipment.
- d. In cases of delays arising from changes in cropping practices or unforeseen circumstances, reservations already made will be honored.

3. Picking up equipment

- a. The person checking out the equipment completes the equipment checkout portion of the rental card, indicating the equipment number, initial meter reading, operator, time and date of checkout, and department ID number.
- b. The attendant at the dispatch counter will provide the keys to the equipment when the rental card is turned in.
- c. Early pickup of reserved equipment may be accommodated when no other reservations are pending.
 - 1) Equipment reserved for 7:00 a.m. may be picked up at 2:00 p.m. the preceding day.
 - 2) There is no day-use charge for early pickup.
 - 3) Checkout cards should reflect usage starting at 7:00 a.m. the following day.

4. Returning equipment

- a. During normal business hours, equipment shall be parked at fuel pumps; after hours, equipment shall be parked in front parking area and keys left in lockbox.

- b. The person returning the equipment completes the return portion of the checkout card, giving final meter reading and date and time equipment is returned.
- C. Equipment rental extensions
 1. Customers who are unable to complete their field operations in 7 calendar days may request an extension of up to 2 working days by contacting Civil and Industrial Services.
 - a. Requests for reservation extensions may be placed only after expiration of the original reservation.
 - b. Extensions will be considered if no other reservations are pending.
 2. If work cannot be completed within the 2-day extension, customers may request renewal of a 7-calendar-day reservation.
- D. Implementation of equipment rental rates
 1. Charges accrue when the equipment leaves the rental yard
 2. Usage rates shall be charged in accordance with the approved schedule posted at the dispatch counter. Rate schedules are also available by contacting 752-1145 during normal operating hours.
 3. Late fees will be assessed for late return of equipment or retrieval by Civil and Industrial Services.
 4. Day rates shall not apply on weekends or holidays. It is the customer's responsibility to note weekend or holiday use on the equipment checkout card.
 5. Half-day rates are available for equipment checked out and returned between the hours of 7:00 a.m. and noon, or between noon and 4:00 p.m. Equipment returned during non-business hours is not eligible for half-day rates.
 6. Cancellations must be made one working day in advance of the intended use date.
 - a. Customers that fail to pick up reserved equipment without notifying Civil and Industrial Services will be assessed a cancellation fee equal to one day of usage.
 - b. For equipment that does not have a day rate, the cancellation fee shall be equal to one hour of usage.
- E. 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 Civil and Industrial Services

at (530)752-1145.

F. Equipment repair

To obtain assistance to repair departmentally owned agricultural or industrial equipment, contact the Civil and Industrial Services repair shop at (530)752-1147.

V. Roles and Responsibilities

A. Director—Buildings and Grounds

1. Provides overall administrative responsibility for agricultural services provided by Civil and Industrial Services.
2. Implements policies related to the following:
 - a. Use and maintenance of University-owned agricultural and construction equipment.
 - b. Labor services.
 - c. Management of the campus irrigation system.

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.

VI. Further Information

Additional information on Civil and Industrial Services is available from the Buildings and Grounds Division; http://facilities.ucdavis.edu/bldg_grnds/; (530)752-9177.

VII. 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.