

## Department of Earth and Planetary Sciences Vehicle Instructions, Guidelines and Sign-off.

Driving University Vehicles is subject to UCR policy, as explained in the UCR Policy & Procedures Manual. This document is a set of instructions and guidelines that direct readers to policies that have particular relevance to Earth and Planetary Science vehicle usage, and also suggestions for best practices with regard to vehicles.

**Usage** - University vehicles shall be used for **official University business only**. University vehicles are not to be used for transportation between home and the campus. Occasionally, transportation to and from a personal residence in connection with the departure and return from an official University business trip is allowable when the appropriate department official (supervisor) has determined that such use is more efficient and economical than available alternatives. Employees can stop for meals and snacks in route to and returning from field or off-site locations using a University vehicle as long the route deviation is reasonable. This time is considered official University business. Further, the official University business continues the vehicles is returned to its normal parking place on the campus. Any further use of the vehicle is considered unauthorized use.

All drivers must carry a valid driver's license and a copy of current automobile insurance and have the appropriate DMV and other state and federal approval completed before driving university vehicles and must do so following UCR policy. 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 and having completed the necessary Student Driver Application process. 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).

To apply for the DMV, pull all personnel must present the Departmental Administrative Assistant with the necessary application documents including the complete DMV application form, other relevant State and Federal forms, copies of driving license and current automobile insurance. **See: UCR-DMVpull.pdf**

**Passengers** – All passengers must be 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. - **Please note that passengers must sign the appropriate waivers**

**Security**- Keys are not to be left in vehicles and all vehicles are to be locked when not in use.

**4-WD**- Two-wheel drive vehicles should not leave paved roads. Four-wheel drive vehicles may be driven on unpaved roads and trails, but not across open country. Student

drivers may use 4-wheel drive only at the direction of the instructor or after certification by an instructor. At the base of this form there is a certification that the driver has received departmental instruction in the use of 4-wheel drive vehicles.

**Misuse-** includes but not limited to: failure to stop after an accident – hit and run; Driving while under the influence of alcohol or drugs; reckless driving or flagrant violation of speed laws; accident frequency (after repeated warnings); private use of vehicle and/or use of the vehicle for something other than official university business; unauthorized loan of vehicle to non-employee ;failure to report an accident; failure to maintain a valid driver’s license and/or have a valid driver’s license in possession at the time of vehicle use; transport of alcoholic beverages or controlled substances. The department insists that drivers not park vehicles in locations that convey the public perception of misuse and frivolous behavior.

### **Responsibility for physical damage to University**

**Deductibles** - Responsibility for the University vehicle belongs to the Department (Principal Investigator if used for research purposes) authorizing its use. The responsible department (Principal Investigator) will pay the initial \$500.00 deductible, even if the damage is due to “unknown causes”, and the balance will be requested from the Vehicle Physical Damage Self-Insurance Program.

Departments (Principal Investigators) are not charged the \$500.00 deductible if the damage is due to an accident that was the fault of the third party **unless the damage cannot be collected.**

Departments (Principal Investigators) will be held **responsible for the full cost of repair for losses not covered by insurance**, which includes but is not limited to:

- **Damage with unknown date of loss.**
- **Damage resulting from misuse of the vehicle.**
- Any repair or replacement not related to loss from a reported occurrence.
- Damage reported after the 60-day filing requirement.
- Unusual wear and tear (such as taking a vehicle into the field and the trees scratch the door and side panels).
- Cost of repairs resulting from a failure to complete timely maintenance checks.

**Accidents/Loss Reporting-** The glove compartment of each University vehicle should contain a Drivers Accident Packet. Printed on the outside of each packet are the instructions for the driver in the event of an accident. The telephone number for fleet services and/or campus insurance Risk Management office; and information concerning

the University's Automobile liability insurance program. In the event of an accident here are the steps to follow:

- Fleet Services/ Department Chair should be notified by telephone immediately following the accident.
- The Campus Insurance/Risk Management Office should be notified by telephone immediately following the accident. If the accident occurs on a weekend or holiday, notification should be made on the next working day following the accident.
- All required accident reports should be submitted directly to the insurance company- see attached directions for reporting.
- Each accident packet contains a Vehicle Accident/Loss Report with instructions. If the packet and/or loss reports are not located in the glove compartment, contact the appropriate department personnel or the Campus Insurance/Risk Management Office.
- If possible, the Vehicle Accident/Loss Report should be completed at the scene of the accident. If not, they should be completed immediately following the accident.
- The Department Chair/Head or designee must complete and sign Section VI of the Vehicle Accident/Loss Report.
- All loss reports must be submitted to the Campus Insurance/Risk Management office **within 5 working days** following the accident unless instructed otherwise by the Campus Insurance/Risk Management Office.
- It is the driver's responsibility to obtain the police report, if applicable. The driver should not, however, wait for the police report before sending the accident report to Fleet Services, or to the Campus Insurance/Risk Management Office.

**Vehicle Maintenance/Fueling-** Check the vehicle for damage before you take it out. Walk around the whole vehicle. All Vehicles must be brought back clean. The department has provided a hose and washing equipment that are located in room 1502 located outside at the end of the ramp by the dock. There is a tap to the left of the door by the old acid prep lab, opposite 1502. Failure to clean the vehicle will result in you being charged for cleaning fees from fleet services. If the vehicle is brought back late or after normal business hours, it is to be cleaned and returned early the following morning. Fleet Services has a university vehicle car wash located by the gas pumps. If you chose to use an off-campus car wash to clean the vehicle you will **not** be reimbursed by the university or the department.

## **USING UC VEHICLES – EITHER DEPARTMENTAL OR FROM FLEET SERVICES**

Always, when possible, fuel the vehicles at Fleet Services, but there are clearly times when external fueling will be necessary. Here are procedures for both.

At a commercial gas station, the card will lock if it is incorrectly used three times in a row. When you pick up the vehicle, or fuel the departmental vehicle, verify with Fleet Services that the gas card is unlocked and has all three swipes valid before locking.

### At the Pump at Feet Services

1. Take a record of the odometer reading
2. Swipe UCR credit card that is located inside key tag into pump
3. Enter the odometer reading into the pump
4. Begin fueling with only 87 octane when purchasing gasoline

### At the Pump at a Commercial Gas station:

1. Take a record of the odometer reading
  2. Swipe UCR credit card that is located inside key tag into pump
  3. Enter the odometer reading into the pump
  4. Enter the first 6 numbers of the vehicle license plate into the pump
  5. Begin fueling with only 87 octane when purchasing gasoline
    - a. You may fuel at any high-end stations that accept credit only cards; do not fuel at Arco/Valero/Thrifty. At a commercial pump, you will need both **the mileage** and the **first 6 digits** of the license plate as the pin code. Use only 87 octane when purchasing gasoline. If you swipe the gas card more than twice, it will lock you out and you must call Fleet Services to have it unlocked during regular business hours or call 1-800-987-6591 for after-hours assistance (but see a.).
    - b. For a Natural Gas vehicle, there will be a directory of fueling stations in the glove box. Please follow the prompt at the fueling station **CAREFULLY**. Natural Gas vehicles get around 150-180 miles per tank.
- 2.) You may only park in Red or Blue permitted lots. Do no park in special permitted areas or loading docks. All citations received are the financial responsibility of the driver and it is the driver's responsibility to make sure the vehicle is parked properly.
  - 3.) The vehicle must be returned in the condition it was received or additional fees may apply.
  - 4.) If a Fleet vehicle is returned during office hours, please park the vehicle in the "Fleet Rental Return" space in the middle island of Fleet Services parking lot, or

behind the office in a service vehicle space. If the vehicle is returned after hours, the vehicle must be parked in Lot 23. Please put the keys in the yellow drop box on the fence. Fleet Services and other campus authorities are responsible for ensuring that these parking places are available for your return.

- 5.) Upon returning the vehicle, please make sure all of your personal belongings are out of the car and all the doors are locked. If you forget something and Fleet Services needs to be called out, there will be a minimum 4 hour recharge to your department.

### **AUTO ACCIDENT/INCIDENT**

If an incident of any kind does occur follow the Auto Incident Report instructions, and complete the following form in its entirety: [UCR-AutoIncidentReportProcess.pdf](#)

**I have read the above-named document and the relevant campus policies and acknowledge that I understand and accept these conditions.**

|   |
|---|
| Print Name: _____                                       |
| Applicant Signature: _____ DATE _____                   |
| Applicant has completed 4-Wheel Drive certification     |
| Approval Signature: _____ DATE _____<br>(Laurie Graham) |
| EPS Chair Approval Signature: _____ DATE _____          |