
UCLA Procedure 320.1 Use of University Daily Rental Pool Vehicles

Issuing Officer: Administrative Vice Chancellor
Responsible Dept: Transportation – Fleet & Transit
Effective Date: February 18, 2008
Supersedes: UCLA Procedure 320.1, dated 4/14/2006

I. REFERENCES

II. PURPOSE

III. GENERAL POLICY

IV. PROCEDURES

I. REFERENCES

1. UC Business and Finance Bulletin BUS-46, Use of University Vehicles;
2. UCLA Interdepartmental Memorandum: Use of University Vehicles (signed by Vice Chancellor Hobson), 11/12/1970;
3. UCLA Transportation Web site www.transportation.ucla.edu.

II. PURPOSE

These procedures are intended to provide guidelines for the proper acquisition and use of University daily rental pool vehicles.

III. GENERAL POLICY

University vehicles shall be used for official University business only (e.g., field trips, transportation to meetings, pick up supplies, etc.). Vehicles in the Fleet & Transit Rental Services Program are available for rental based upon a confirmed reservation. If a University vehicle is not available, the Fleet & Transit staff will assist a department in securing a vehicle from a commercial rental agency provided that the requesting department agrees to pay the agency rate and administrative fees, and all fuel costs for the vehicle. Drivers of commercially rented vehicles must possess a valid driver's license and be at least 18 years old.

IV. PROCEDURES

RESPONSIBILITY	ACTION
Authorized Department Representative	Contacts Fleet & Transit Customer Service Representative to request a University vehicle. Specifies type of vehicle, date and time needed, department name, recharge or P.O. number, name(s) of driver(s) and other pertinent information. <u>Note:</u> A letter signed by the department chairperson or director may be required for approval by Fleet & Transit Management for use of a University vehicle for an out-of-state or out-of-country trip. Confirmed reservations not canceled 24 hours prior to scheduled pick up time are subject to one day's rate charge.
Fleet & Transit	Processes necessary paperwork to reserve a vehicle and ensures that vehicle is in proper operating condition. Checks validity and possession of driver's license by the driver prior to dispatching vehicle.

RESPONSIBILITY	ACTION
Driver(s)	Presents valid driver's license and reservation confirmation number to Customer Service Representative and completes Fleet & Transit vehicle rental agreement.
	Prior to taking possession of vehicle, keys, and any other necessary accessories, inspects condition of vehicle and notes any body damage on vehicle rental agreement.
	Observes all driving laws, and is responsible for safe return of the vehicle. In case of a problem or emergency, immediately calls Fleet Services emergency number (1-800-825-2963).
	Returns vehicle, accessories, keys, parking permit if issued and fuel card(s) at specified time. Charges continue to accrue until all items are returned. <u>Note:</u> If vehicle is returned after 6:00 p.m., vehicle should be parked and locked in an area marked "Vehicle Return Area" and the keys and fuel card should be placed in return envelope and time-stamped, and deposited in the night key drop.
	Reports any vehicle mechanical problems verbally to Fleet & Transit Staff or logs information on key drop envelope after hours and deposits it in key drop slot.
	Responsible for all traffic and parking violations that may be assessed during the rental period. <u>Note:</u> In accordance with Business and Finance Bulletin, BUS-46, Use of University Vehicles, "Traffic/Parking Violations", University funds shall not be used to pay for traffic and parking violations.
	If vehicle is involved in an accident, refers to Driver's Accident Reporting Packet provided in glove compartment. Completes the Accident Report card and contacts Fleet Services immediately.
Fleet & Transit	Where necessary, fills out repair request form and submits to Fleet Maintenance. Computes all costs and forwards an itemized bill to user department.

All rental rates are posted on the Transportation Web site: www.transportation.ucla.edu.

Issuing Officer

/s/ Sam J. Morabito

Administrative Vice Chancellor

Questions concerning this policy or procedure should be referred to the Responsible Department listed at the top of this document.
