
UCLA Procedure 320.1 Use of University Shared-Use Motorpool Vehicles

Public Review Draft

Issuing Officer: Administrative Vice Chancellor

Responsible Dept: UCLA Events and Transportation

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Supersedes: UCLA Procedure 320.1, dated 2/18/2008

I. PURPOSE

II. GENERAL

III. PROCEDURES

IV. REFERENCES

I. PURPOSE

This Procedure provides guidelines for the proper acquisition and use of University shared-use motorpool vehicles. For purposes of this Procedure, University shared-use motorpool vehicles are defined as vehicles managed by UCLA Transportation for short-term hourly, daily, weekly, and monthly assignments.

II. GENERAL

University shared-use motorpool vehicles can be reserved through and are managed by UCLA Transportation and will be used for official University business and other authorized University-related activities.

To operate a vehicle or participate in the Motorpool Program, users must be enrolled in the University Employer Pull Notice Program (in accordance with UCLA Procedure 615.1) and have an active BruinCar driver account per Section IV. Procedures below.

All third-party vehicle rentals originating from the University for official University business will be coordinated through the Motorpool Program to ensure that drivers and authorized users are properly reviewed, verified, and approved prior to vehicle use.

Shared-Use motorpool vehicles assigned by UCLA Transportation must not be driven across international borders, as University insurance coverage may not apply, the University cannot assume financial responsibility for incidents occurring outside the United States, and emergency or roadside assistance services may be unavailable to support or retrieve University property or personnel beyond the border.

If a University vehicle is not available, UCLA Transportation staff will assist the department in securing a vehicle from a commercial rental agency, provided that the requesting department agrees to pay the agency rental rate, applicable administrative fees, all fuel costs associated with the vehicle, and any violations, citations, tolls, or parking fees incurred during on-campus or off-campus use.

Drivers of commercially rented vehicles must possess a valid driver's license and be at least 18 years old. Drivers who are 18 to 24 years old may have access only to smaller vehicle classes, subject to vendor availability and restrictions. To access the full range of rental vehicles available through a commercial rental vendor, the driver must be 25 years of age or older.

Drivers and program participants are required to comply with all applicable laws (including vehicle codes within the applicable state jurisdictions), University policies, and UCLA Transportation terms of use. Violations, including but not limited to speeding, reckless driving, preventable accidents, misuse of vehicles, failure to comply with vehicle assignment and use terms, or conduct that creates a major liability or safety concern, may result in suspension or removal from the Motorpool Program at the discretion of UCLA Transportation.

III. PROCEDURES

RESPONSIBILITY	ACTION
Authorized Department Representative (also known as Reservation Authorizers, or RAs)	Applies for a BruinCar account and RA access prior to requesting or authorizing use of a University shared-use motorpool vehicle.
	Requests a University vehicle online at http://bruincar.ucla.edu .
	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> Confirmed reservations not canceled 48 hours prior to scheduled pick-up time are subject to one day's rate charge.
UCLA Transportation	Follows procedure 615.1 to validate that the driver/requester is enrolled in the DMV Employer Pull Notice (EPN) Program.
	Processes request to reserve a vehicle and ensure that vehicle is in proper operating condition.
Driver(s)	Utilizes the online reservation system to complete the UCLA Transportation shared-use motorpool vehicle assignment agreement and upload required documentation, including, but not limited to, required training certifications for certain vehicle types, safe driver training documentation, and any other documentation required by UCLA Transportation.
	Utilizes the online Pull Notice platform to upload driver's license information as required.
	Picks up keys at the self-service kiosk, when available.
	Prior to taking possession of vehicle, keys, fuel card(s), and any other necessary accessories, inspects condition of vehicle and notes anybody damage or other preexisting damage on the online checkout form. This form may be accessed through the confirmation email or by scanning the QR code inside the vehicle.
	Observes all driving laws and is responsible for safe return of the vehicle. In case of a problem or emergency, contacts a UCLA-affiliated roadside assistance provider or follows instructions provided by UCLA Transportation.
	Returns vehicle, accessories, keys, and fuel card(s) at specified time. Charges continue to accrue until all items are returned.
	Reports any vehicle issues on the drop-off form, available through the check-in/check-out confirmation or by scanning the QR code inside the vehicle, and enters comments during kiosk check-in when applicable.
	Responsible for all traffic, toll, citation, and parking violations that may be assessed during the vehicle use period. <u>Note:</u> In accordance with Business and Finance Bulletin BUS-46, Use of University Vehicles, "Traffic/Parking Violations," University funds must not be used to pay for traffic and parking violations.
	If the vehicle is involved in an accident, follows accident procedures and completes required forms online by scanning the QR code inside the vehicle or by using the reporting method provided by UCLA Transportation.
UCLA Transportation - Fleet & Transit	Where necessary, fills out repair request form and submits to Fleet Maintenance. Computes applicable costs and processes billing by recharge at the end of the fiscal month prior to month-end closing.

All shared-use motorpool vehicle rates are posted on the Transportation Web site: transportation.ucla.edu.

IV. REFERENCES

1. UC Business and Finance Bulletin BUS-46, Use of University Vehicles;
2. UCLA Procedure 615.1, Employee Driving Records;
3. BruinCar Terms and Conditions;
4. UCLA Transportation Web site www.transportation.ucla.edu.

Issuing Officer

/s/ Michael Beck Administrative

Vice Chancellor

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