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**Topic**
Business Administration [1]

**Policy Number**
200-26

**Reviewed Date**
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**Responsible Office**
- Office of the Senior Vice Chancellor, Finance and Administration [2]

**Purpose**
The purpose of this policy is to provide basic policy information to the campus community regarding use of and access to campus transportation assets. Transportation Services provides a variety of services to the campus, and it manages and oversees the campus's transportation resources. This policy refers specifically to the following transportation services: campus shuttle, rideshare programs, campus fleet management, poolcar (car rental) services, and the campus's DMV Pull Notice System. Parking facilities, also managed by the Transportation Services department, are covered under policy Campus Administrative Policy 200-17 - Parking.

**Definitions**

**Primary Campus Site**

Those campus sites and locations of certain size and scope that house general campus and/or multi-disciplinary functions that serve the general campus mission of patient care, teaching and research.

**Policy**

**A. Campus Shuttle Services**

Campus shuttles connect major campus sites and secondary campus locations to the extent feasible, with intra-campus transport intended to efficiently and effectively move faculty, staff, students, patients and visitors among those campus sites during the workday to support the University's operational needs, goals and mission. Campus shuttles are also established to help promote the campus's Transit First policy, reduce vehicle trips, particularly single-occupant trips, and mitigate the need to develop parking resources beyond basic core-need levels. Campus shuttle resources are not intended to duplicate existing mass transit service modes, nor implement or continue to provide shuttle service as a convenience to facilitate an individual's personal commute to and from their primary work location.

UCSF shuttle ridership is restricted for use by campus and medical center faculty, staff, students, patients and patient family members and formal guests; and not intended for the general public. You may be required to show the driver appropriate identification.

Primary campus sites are interlinked by shuttle stops. Availability of shuttle service to non-
primary sites is a function of the site's population, overall ridership demand, its impact and effect on established primary shuttle services given limited resources, and the non-primary sites' ability to fund such services.

Departments acquiring newly leased space must pay for full cost of institutional support at their leased locations.

B. Rideshare Programs

Participation in campus ridesharing programs is a privilege and subject to the policies and procedures established by Transportation Services.

Rideshare programs are designed to be self-funded. Ridership rates, therefore, are subject to change depending on the levels of ridership and the associated costs of the program(s).

C. Campus Fleet Management Services (CFMS)

Transportation Services is charged with the responsibility of overseeing all campus-owned vehicles.

All campus vehicle purchases must receive review and approval by CFMS before purchase.

All campus-owned vehicle operating costs are the responsibility of the purchasing department, including insurance, gas, maintenance, repairs, and parking.

CFMS is the records custodian for all Department of Motor Vehicle (DMV) documentation, including vehicle title, smog certification, insurance and the gas card program.

Submittal of vehicles for surplus must be coordinated through CFMS in order to establish a fair market value for the vehicle and to ensure that all University requirements are satisfied prior to sale.

D. Use of University Vehicles

All campus vehicles must be operated according to the requirements of Campus Administrative Policy 20-27 ? Use of University and State Vehicles.

E. Gasoline Credit Cards

Through transportation services, all campus vehicles are issued and required to use State of California gasoline credit cards (see Administrative Policy 200-27, Use of University and State Vehicles).

F. Vehicle Registration and Smog Certification

All campus vehicles must be registered through Transportation Services. Periodic smog certification requirements for University vehicles are administered through Transportation Services, but are the responsibility of the department to which the vehicle is assigned.

Responsibilities

Through Transportation Services, employees who operate University vehicles as part of their job responsibilities must register in the campus DMV "Pull Notice System." (See Administrative Policy 150-22)
[3], DMV “Pull Notice System”).

Related Policies

- 150-22 - DMV Employer Pull Notice Program Participation [4]
- 200-27 - Use of University and State Vehicles [5]

References

- University of California Business and Finance Bulletin 8 ? Acquisition and Disposition of University Vehicles [7]
- University of California Business and Finance Bulletin 19 ? Registration and Licensing of University-owned Vehicles [8]
- University of California Business and Finance Bulletin 46 ? Use of University Vehicles [9]

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