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**Topic**

Business Administration [1]

**Policy Number**

200-27

**Reviewed Date**

November 9, 2007

**Responsible Office**

- Office of the Senior Vice Chancellor, Finance and Administration [2]

**Purpose**

This policy outlines the rules governing the use of University owned, leased, and rented vehicles.

**Definitions**

Official University Use

Use that is attributed to the fulfillment of the University's mission and is congruent with the duties and responsibilities vested with the vehicle operators.

**Pull Notice System**

Drivers' License information captured and maintained by the University, per the California Commercial Motor Vehicles Safety Act of 1988, on all employees and others responsible for the operation of University-owned or leased vehicles by virtue of their job duties and responsibilities.

**Policy**

A. Registration and Identification

1. University vehicles shall be registered in the name of the University of California and licensed through Transportation Services, which is the custodian of record for all vehicle titles and all related licensure and registration information and which ensures that documentation is maintained in compliance with University policies and procedures.

2. University vehicles, except executive vehicles and vehicles used for special purposes, shall be identified as the property of the University of California by the use of a decal or other device attached to the vehicle.

3. No other decals, stickers or other signs, including dealer-identified license plate holders, shall be placed on any University vehicle unless otherwise authorized by the Chancellor or other designee.

4. The University shall assign each vehicle an individual identification number that shall
become part of the property number used for inventory purposes.

B. Insurance

1. University liability insurance covers personal injuries or property damage to others by University vehicles, whenever they are operated in the course of official University business, including authorized rideshare programs. Personal injuries to University personnel arising out of and in the course of employment are covered by Workers’ Compensation Insurance.

2. The University has a self-insurance program for vehicle physical damage risks for which deductible and per occurrence limits are established.

C. Official Use and Authorization

1. University-owned or rented vehicles may be used only by University employees or other authorized persons on official University business.

2. The responsibility for determining, authorizing and controlling official use resides with the appropriate dean, director, vice chancellor, or Chief Executive Officer (CEO) or designate who also determines whether the use of a University vehicle is the best choice among available transportation options to accomplish the official purpose.

3. The use of University vehicles within the scope of authorized ridesharing programs constitutes official use.

4. Determination of official use within the scope of authorized ridesharing programs is the responsibility of the Director, Transportation Services.

5. All individuals who, in the course of employment, drive a vehicle requiring special licensure or certification must be registered in Campus Administrative Policy 150-22 DMV “Pull Notice System” [3]

D. Gasoline credit cards with specific expiration dates are issued for University vehicles by Transportation Services for the purchase of gasoline and oil for specified University vehicles only. Any charges resulting from the use of lost or stolen cards are the responsibility of the department to which the vehicle is assigned.

E. Personal vehicles used for conducting official University business and reimbursement for such use is covered in Administrative Policy 300-38 [4], Travel Reimbursement and Per Diem Rates.

F. Disposal of Vehicles by Sale

1. Prior to releasing a vehicle and associated documents to a buyer, physical inspection of the vehicle must be conducted by Transportation Services to ensure that the vehicle serial and the license plate numbers are reconciled with those recorded on the Registration Card and the Certificate of Ownership.

2. Unless the vehicle has been purchased by another state agency, the exempt license plates shall be removed and surrendered to the local Department of Motor Vehicles (DMV) office, and two copies of a receipt for the plates shall be obtained. In some locations the DMV may not issue separate receipts when several plates are being surrendered simultaneously. In such cases, the campus should prepare a listing of all license numbers being surrendered and request that DMV personnel sign the list.

3. The Certificate of Ownership shall be completed by the Transportation Services.

4. The buyer shall be provided with the following documents upon taking possession of the
vehicle:

a. One copy of the receipt for exempt license plates;

b. The endorsed Certificate of Ownership;

c. The most recent Registration Card issued to the University of California; and

d. A Vehicle Inspection Report provided by the University of California.

G. Traffic Citations

1. The operator of a University vehicle is responsible for the payment of any traffic citations incurred while operating the vehicle.

2. Traffic citations may not be paid from University funds.

3. All traffic citations are automatically registered with Transportation Services for employees registered in the campus DMV Pull Notice System (see Campus Administrative Policy 150-22 DMV “Pull Notice System” [3]).

H. Ridesharing Programs

1. In order to reduce traffic congestion and promoting a sustainable environment, the campus encourages employee participation in ridesharing programs.

2. Participation in University ridesharing programs by non-University employees is permitted provided the campus and participant agree on the conditions of use.

Responsibilities

- Deans, directors, and vice chancellors, and the CEO whose units utilize University-owned, leased, or rented vehicles on a periodic basis are required to establish a logging procedure to record vehicle use. Reports on assigned vehicles must be made at least quarterly to the responsible unit director or manager, who will verify both the proper use and the continued need for assignment of University vehicles.

- Each department director or manager shall establish procedures for reviewing instances of possible misuse of University vehicles assigned to them in order to establish the facts and circumstances, determine responsibility and, if appropriate, to take action. Such action may include obtaining payment of the costs incurred by the University through misuse, withdrawing or limiting permission to use a University vehicle, or both.

Related Policies

- 050-11 - Personal Use of University Property [5]
- 150-22 - DMV Employer Pull Notice Program Participation [6]
- 300-38 - Travel Reimbursement and Per Diem Rates [7]
- 550-14 - Environmental Health and Safety Permits [8]

References

- University of California Business and Finance Bulletin 8 ? Acquisition and Disposition of University Vehicles [10]
- University of California Business and Finance Bulletin 19 ? Registration and Licensing of University-owned Vehicles
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