Topic
Business Administration

Policy Number
200-27

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Responsible Office
- Office of the Senior Vice Chancellor, Finance and Administration

Purpose
This policy outlines the rules governing the use of University of California San Francisco owned and leased vehicles, herein after referred to as “University Vehicles.”

Policy

A. Proper Use
At all times, use of a University Vehicle must attribute to the fulfillment of the University’s mission and be congruent with the duties and responsibilities vested with the vehicle’s operator.

B. Registration and Identification
1. University Vehicles shall be registered in the name of the University of California San Francisco (UCSF) and licensed by the Department of Motor Vehicles (DMV) through UCSF’s Transportation Services Department. Transportation Services is the custodian of record for all University Vehicle titles and related licensure and registration information and maintains records in compliance with University policies and procedures.
2. Transportation Services shall assign each University Vehicle an asset number, a unique four-digit number that identifies the vehicle as University property.
3. Each University Vehicle, except executive vehicles and vehicles used for special purposes (e.g. undercover police cars), shall have a Transportation Services issued decal (or attachment) affixed to the front and rear window of each vehicle. 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 Director of Transportation Services. All vehicle identification (decals, stickers, etc.) must be removed by department, in accordance with the University’s disposal policies when the vehicle ownership is transferred (sold, traded, disposed of, etc.).

C. Insurance
1. University liability insurance covers property damage and/or personal injuries to others, whenever the University Vehicle is operated in the course of official University business. Personal injuries to University personnel arising out of and in the course of employment and while in a University Vehicle are covered by Workers' Compensation Insurance.
2. The University has a self-insurance program for University Vehicle physical damage risks for which deductible and per occurrence limits are established.
3. Departments are responsible for paying deductibles and any amounts not covered by the self-insurance programs.
4. Because University Vehicles may not be driven for personal use, the University does not provide coverage, liability, Workers’ Compensation or self-insurance if the University vehicle is used outside the course of official University business.
5. For information about University insurance or self-insurance coverage, contact UCSF Risk Management and Insurance Services: https://rmis.ucsf.edu/ [3]

D. Rideshare

1. All rideshare vehicles used by University employees are owned and operated by a third-party.
2. Property damage and/or personal injuries to others in the course of using an authorized third-party rideshare vehicle are typically covered by the third-party’s provider, depending on the circumstances of the incident. Personal injury to University employees when commuting to and from work is also covered by the third-party’s insurance provider and is not covered by University Workers’ Compensation.
3. To report an accident while using a third party rideshare vehicle, contact Transportation Services. Transportation Services will involve and inform Risk Management as appropriate.

E. Official Use and Authorization

1. University Vehicles are provided to support University business and are to be used only by Authorized Drivers for official University business. University Vehicles may not be used for personal reasons, including commuting to and from campus except as noted below (E.2).
2. Employees who are on 24-hour assignment and have express permission to use assigned University Vehicles on a 24-hour basis or who are on-call will drive such vehicles directly home after work and leave them parked until needed for ?call-out.? 
3. The responsibility for determining, authorizing and controlling official use of a University Vehicle resides with the applicable director, dean, associate/assistant vice chancellor/president, or vice chancellor/president who also determines whether the use of a University Vehicle is the best choice among available transportation options to accomplish the official purpose.
4. All individuals who, in the course of employment, drive a University Vehicle must be registered in the DMV Pull Notice System. Access to the online training will be made available by Transportation Services at the time the employee enrolls in the Pull Notice System. All employees driving a University Vehicle must complete online driver training, preferably within their first six months of enrolling in the Pull Notice System.
5. Authorized Drivers may not transport persons other than on-duty University of California employees in a University vehicle, unless the persons are being transported in connection with official University business or as authorized by a supervisor (director-level or higher).
6. Except in the case of an emergency, a driver may not allow a vehicle to which he or she has been assigned to be driven by any person who is not authorized to drive the University vehicle.
F. Fuel Credit Cards

1. Fuel credit cards are issued by Transportation Services to specific individual employees to use on University Vehicles for the purchase of gasoline, oil, windshield wipers, wiper fluid, and car washes.
2. Under no circumstances may fuel credit cards be used to make personal purchases, including personal sundry items at service stations. Fuel credit cards are solely intended for the purpose of purchasing University-vehicle related supplies as noted above (F.1). Misuse is subject to disciplinary action.
3. Fuel credit cards may not be used for repairs.
4. No other forms of payment (personal forms of payment reimbursed through MyExpense) may be used for University-Vehicle related supplies.
5. Any charges resulting from the use of lost or stolen fuel credit cards are the responsibility of the applicable department or individual employee to which the fuel credit card is assigned Cardholders (departments and individuals). As such, employees issued fuel credit cards are expected to safeguard cards at all times and promptly report any lost or stolen cards to Transportation Services.

G. Compliance / Parking & Traffic Citations

1. Drivers using University Vehicles must operate the vehicle in compliance with California Motor Vehicle Laws.
2. The operator of a University Vehicle is responsible for the payment of any traffic citations incurred while operating the vehicle. Traffic citations (moving violations) may not be paid from University funds. Exceptions may be granted by the Director of Transportation Services under extraordinary circumstances, such as when the responsible individual cannot be identified or is no longer employed by the University.
3. Drivers using University vehicles shall comply with parking regulations. Parking citations may not be paid from University funds. Exceptions may be granted by the Director of Transportation Services under extraordinary circumstances, such as when the responsible individual cannot be identified or is no longer employed by the University.
4. All DMV disqualifying actions (expired license or certificate, suspended or revoked license, moving violation, accident, and drinking under the influence (DUI), etc.) are automatically reported to the University for employees registered in the Pull Notice System.

I. Other Responsibilities

1. Departments bear the full cost of owning, leasing, repairing, maintaining, and insuring University Vehicles.
2. Departments that utilize University Vehicles are required to establish a logging procedure to record University-Vehicle use. Reports should include vehicle number, driver’s name, purpose of vehicle use, date, time, and vehicle mileage when checked in and out. Reports on assigned vehicles must be made available upon request by Internal Audit or Transportation Services who may periodically and randomly verify both the proper use and the continued need for assignment of University Vehicles.
3. Departments shall establish procedures for reviewing instances of possible misuse of departmental University Vehicles in order to establish the facts and circumstances, determine responsibility and, if appropriate, to take disciplinary action.
Related Policies

- 050-11 - Personal Use of University Property [4]
- 150-22 - DMV Employer Pull Notice Program Participation [5]

References

- University of California Policy G-28, Travel Regulations [6]
- University of California Business and Finance Bulletin 8 ? Acquisition and Disposition of University Vehicles [7]

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