Rules for use of the Department VAN

→ Gate Card, Core Pass, and Gas Card will remain in the VAN at all times.

→ Return the VAN clean, no dirt or food leftovers.  
(Fleet Services has areas for you to vacuum out the van)

→ ALWAYS return the Van with full tank of gas. Remember that the Van is a privilege, not a right. Being courteous to the next user is YOUR responsibility.

→ If the van is used in the vineyard, WASH IT!! 
(Fleet Services has a vehicle washing stall)

→ Since the Van has many department users we ask that you restrict the usage of the van to short trips only and check out a vehicle from Fleet Services, (752-0787) for anything longer than one day. The charges accrued are the same in both cases.

→ If you are in an accident, you must immediately report it to Fleet Services at 752-0787. Under the Policy and Procedure Manual, section 370-25 II Policy A,1 C it states that: "If the Department fails to report damages within 24 hours of the driver's return or to make the vehicle available for repairs within 45 days, the full cost of the repair will be assessed to the Department, and the Department will charge the last person listed on the sign out sheet.

→ If you see a taillight, blinker, or any other small item on the van that needs immediate attention, it is your responsibility to take it to Fleet Services for repair. Generally, unless it is a major repair, Fleet services will take care of it for you quickly and you can be on your way. Please do not bring the van back to the department relying on someone else to do it for you.

→ Do not park the Van in a handicapped space or a space used by vendors. Only park in designated "E" spaces. If you do, it will be your responsibility to pay the fines.

→ If you are out of the service area and need gas, you may use the UCD gas credit card attached to the keys or be reimbursed if you use your own card. However, WE CANNOT reimburse you if you use your gas card in a 12-mile radius. 12 mile radius requires you to fill up at Fleet Services.

→ Report any major problems to ERNIE and Paul

→ When checking out the Van it is with the agreement that you understand the general rules listed above.

→ Fleet Services is located off La Rue Drive. If you need specific directions ask the main office for a campus map and look under Fleet Services.

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