

## CE-CERT Vehicle Use Policy

### Who can use a CE-CERT vehicle?

- All drivers checking out CE-CERT vehicles must possess a current (unexpired) / valid California driver license.
- All passengers must be UC employees (faculty, staff, or students) or UC guests.

### What is appropriate use of a vehicle?

- University vehicles shall be used for official University Business only. If you are unsure what constitutes University business, contact an administrative staff member for further instructions.

### How can I reserve a vehicle?

- Vehicles may only be checked out when a reservation is made online through the Outlook calendar system. Keys are located in (and must be returned to) the key vault in the Administration Building mailroom.
- Vehicles are on a first come, first serve basis, except in emergencies.
- Administrative staff members can occasionally assist with reservations, but the system is designed to be self-service. If you do not have access to the reservation system, you can request it through the Systems group.

### What vehicles are available for my use?

- White Nissan Leaf (EV): range of 40 miles on full charge; recommended for quick, local trips only. Note that the use of accessories such as A/C will shorten the range of the vehicle; plan accordingly.
- Blue Nissan Leaf (EV): range of 40 miles on full charge. **This is a RESEARCH VEHICLE and is only available for use when the white Leaf is unavailable, and use does not conflict with TSR V2G (Vehicle to Grid) experiments.** Requests for anything other than short, local trips must be cleared through Daniel Sandez.
- Chevy Silverado (Diesel): recommended for long distance trips; fill with diesel fuel ONLY
- Honda CNG: This vehicle is being phased out and will not be available after August 1, 2019.

### Rules and guidelines regarding vehicle use.

- NO smoking, or cell phone use while driving or riding in the vehicle (911 calls excepted).
- Periodic request by the Receptionist to show evidence of current/valid driver license may be made.
- The fuel tank must have a minimum of ½ tank of fuel prior to returning vehicle. For electric vehicles, place on the charger upon returning. See the receptionist if you do not know how to use the EV chargers.
- Maximum vehicle use is only for a period of 1 day. Extended use requires the approval of a management team member.
- Use of vehicles out of state will require prior approval. See a member of the management team for more information.

### What if I have an accident, or cause damage to the vehicle?

- A brief physical inspection of the vehicle is highly recommended for any damage before leaving the premises. If damage is evident, driver must report it to the Receptionist.
- Any damage incurred by the driver must be reported to the Receptionist immediately. The Receptionist's telephone number is (951) 781-5791.

### The vehicle has a maintenance light on/low tire/needs washing/other issue...

- Contact the Facilities Manager if you see any dashboard lights illuminated, or experience any other issues.
- Vehicles must be kept reasonably presentable. If the vehicle is in need of washing, please take it to Fleet Services for a quick run through the car wash. Contact the receptionist for more information.

**Contact a member of the administrative team for any other questions regarding the vehicles.**