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.**