

UNIVERSITY VEHICLES

STANDARD OPERATION PROCEDURES (SOP)

Subject: CE-CERT Automobile and Equipment Dispatch and Return

Purpose: To ensure proper use and maintenance of University–owned vehicles and equipment.

Scope: This procedure outlines the manner in which all CE-CERT vehicles will be checked out and returned via the Resource Reservation System on CE-CERT's website (www.cert.ucr.edu).

- All drivers checking out CE-CERT vehicles must possess a current (unexpired) / valid California driver license.
- University vehicles shall be used for official University Business only.
- Periodic request by the Receptionist to show evidence of current/valid driver license may be made.
- 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 fuel tank must have a minimum of ½ tank of fuel prior to returning vehicle. For electric vehicles, please place on the charger upon returning.
- 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.
- Vehicles may only be checked out when a reservation is made on-line. Vehicles are on a first come, first serve basis, except in emergencies.
- Vehicle use is only for a period of 1 day. The department MSO or Deputy Director must approve extended usage.
- Smoking is prohibited in all University vehicles.
- Except for calling 911, any use of cell phones while driving is prohibited.
- All passengers must be UC employees (faculty, staff, or students) or UC guests.
- Use of vehicles out of state will require a form to be completed. Please see MSO.