Fleet Services

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Driver Responsibilities

University vehicles may be used in conducting official University business by employees and students who possess a valid operator's license of the appropriate class and are responsible for use of the vehicle in accordance with University policy and State and local laws. Drivers with a provisional driver's license are responsible for adhering to the restrictions of that license.

Safe Driver Awareness

UC Davis policy requires department heads to provide safe driving information to all employees who drive on official University business. Campus drivers who drive an average of 10% or more of total work time (excluding law enforcement) are required to complete a safe driver training course. In conjunction with UC Davis Extension, Fleet Services has developed online Safe Driver training modules for use by campus drivers that may be used to meet these requirements.

These Safe Driver Awareness videos are available through Staff Development. Enroll on-line at http://lms.ucdavis.edu/ (UCD Login required). Once you are logged in, search for "Safe Driver" to find the Safe Driver courses. Click the Start button below the search results to launch the course.

This is a list of available Safe Driver training modules:

- Safe Driver Awareness
- Commercial Driver Training
- Distracted Driver Prevention
- Driver-Supervisor Training
- Green Driver Training
- Introduction to Fleet Services
- Safe Backing Practices
- Trailer Safety
- Van Operation

Note: You will need to turn off any pop-up blocker software running on your computer.

Please contact Staff Development and Professional Services at sdps@ucdavis.edu or (530) 752-1766 if you need assistance.

Reservations and Cancellations

Drivers are responsible for making advanced reservations, providing billing information and departmental authorization. If the vehicle is needed longer then the original reservation, the driver is responsible for notifying the Vehicle Rental Office to request an extension. As a courtesy to other customers and to avoid additional charges, please cancel any unneeded reservations at least 24 hours in advance of the scheduled pick up time. Failure to cancel a reservation will result in a one day rental charge. To avoid this charge, reservations must be cancelled at least 24 hours in advance. Reservations may be cancelled by calling (530) 530-752-0787 or email: VehicleReservation@ad3.ucdavis.edu.

Account Number

A DaFis account number will be required to secure reservations effective July 1, 2008. Failure to pick up a vehicle or to cancel 24 hours prior to the scheduled pick up time will result in a fee equal to one day rental.

Accident-Vehicle Damage

Drivers of a university vehicle who are involved in an accident or are renting a vehicle that sustains damage are responsible for notifying Fleet Services ((530) 530-752-0789) and Risk Management and for completing an accident report (PDF) . The renting department may also be responsible for payment of applicable deductible costs per Risk Management Policy.

Smoking Prohibited

See PPM 290-10 for full details on the University Policy regarding University Vehicles.

Policy for University Vehicles

See for Travel and Transportation policy.

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