

# Fleet Services

## Forms

### Accident Report Form

---

This form ([PDF](#)) is required to document and report damage to university vehicles and/or incidents involving a university vehicle.

Need Assistance? If you would like help with reporting an accident, call (530) 530-752-7167 or send an email to e-mail not available (is JavaScript disabled?).

### Proof of Insurance

---

You may download a [Proof of Insurance \(PDF\)](#)

Need Assistance? If you would like help with our Proof of Insurance, call (530) 530-752-7167 or send an email to e-mail not available (is JavaScript disabled?).

### Charter Bus Trip Inquiry

---

Please download the Charter Bus Trip Inquiry form ([XLS](#)) ([PDF](#)) , complete it and email it to [charterBus@ad3.ucdavis.edu](mailto:charterBus@ad3.ucdavis.edu).

Need Assistance? If you would like help making a reservation for a Fleet Services Charter Bus trip, call (530) 530-752-0788 or send an email to e-mail not available (is JavaScript disabled?).

### Charter Bus Non-University Ridership Authority

---

Departments use the Charter Bus Delegation of Ridership Authority Form ([DOC](#)) ([PDF](#)) to allow Charter Bus to transport non-University personnel.

Need Assistance? If you would like help to determine if a Delegation of Authority form is required, call (530) 530-752-0788 or send an email to e-mail not available (is JavaScript disabled?).

### Employer Pull Notice Forms

---

The [Pull Notice Forms](#) page contains information (and forms) on the California Department of Motor Vehicles Employer Pull Notice System.

### Fleet Dispatch Card Order Form

---

The Fleet Dispatch Card ([DOC](#)) ([PDF](#)) is used to request a card to speed vehicle rental processing.

Need Assistance? If you would like help understanding vehicle rental processing, call (530) 530-752-0787 or send an email to e-mail not available (is JavaScript disabled?).

### Licensing and Registration Forms

---

These Excel ([XLS](#)) forms (all in the same work book) are used to gather required registration information for:

- Boats, vessels
- Carts, utility vehicles
- Trailers
- Vehicles

Need Assistance? If you would like help registering a vehicle (boat, trailer, car, truck, etc.), call (530) 530-752-7171 or send an email to e-mail not available (is JavaScript disabled?).

## Out of State Vehicle Use Form

---

Use this form ([PDF](#)) to request authorization to take a University vehicle out of state.

Need Assistance? If you would like help understanding the legal issues/restrictions of driving a University vehicle outside the State of California, call (530) 530-752-0787 or send an email to e-mail not available (is JavaScript disabled?).

## Reimbursement Request Form

---

Use this Reimbursement Request Form ([DOC](#)) ([PDF](#)) to reimburse out of pocket expenses for university vehicles.

Need Assistance? If you would like help getting reimbursed for transportation expenses, call (530) 530-752-7167 or send an email to e-mail not available (is JavaScript disabled?).

## UCDrive Forms

---

- Sign-up for UCDrive ([DOC](#)) ([PDF](#)) . Note that it will take 24 hours to setup your account.

Need Assistance? If you would like help signing up for the UCDrive program, call (530) 530-752-0787 or send an email to e-mail not available (is JavaScript disabled?).

## Vehicle Request Forms

---

- Rental Vehicle Request Form ([PDF](#)) : Use this form to request a daily rental vehicle
- Assigned Vehicle Request Form ([XLS](#)) ([PDF](#)) : Use this form to request a short or long term assigned (leased) vehicle from Fleet Services

Need Assistance? If you would like help obtaining a vehicle from Fleet Services, call (530) 530-752-0787 or send an email to e-mail not available (is JavaScript disabled?).