UCSC Recreation Vans Procedures and Policies

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A. Driver Requirements

OPERS Staff and Student Staff (Athletics, Clubs, Recreation, etc.):
1. Valid U.S. driver’s license and current auto insurance
2. At least two years of driving experience
3. Defensive Driver Training - Online; CA Department of General Services
4. Participate in Employer Pull Notice program
5. In-house van driving training (specific curriculum determined by each department)
6. In-house trailer driving training (if driving a trailer)
7. Complete a Van Driving Checklist and Trip Sheet for each trip.

UCSC Non-OPERS Renters: (exceptions may be granted on a case-by-case basis)
1. Valid U.S. driver’s license and current auto insurance
2. At least two years of driving experience
3. Defensive Driver Training - Online; CA Department of General Services
4. Complete a Van Driving Checklist and Trip Sheet for each trip.

All van drivers must be UCSC students, staff, or faculty, or be associated non-University members on official University business with authorization from appropriate University officials.

To participate in the Employer Pull Notice program:
1. Each driver signs the CA DMV Form 1101 acknowledging their participation in the EPN program. Each department will retain their own drivers’ forms.
2. Department staff persons will email Tracy Freeman at Fleet Services
   (tfreeman@ucsc.edu), with the following information for each driver:
   a. Last name, first name
   b. Driver’s license number
   c. Class of license
3. It typically takes less than three business days for the driver information to be processed. Responses will only be received if there is a concern with a driver record.

B. Rates
There are three options. We'll work with you to determine which plan is cheaper. In general, Plan 2 is suggested for trips less than 200 miles round-trip. Your organization’s FOAPAL will be billed via a TOE after the rental is complete.

1. $110/day
   a. Fuel is not included. Renter may pay for their fuel with a provided van fuel card.
   b. Van does not need to be refueled prior to returning.
   c. If using a provided van fuel card, all gas receipts must be submitted at the end of the rental.
   d. Unlimited miles

2. $1.10/mile
   a. No per diem fee
   b. Fuel is included and is paid for using a provided van fuel card.
   c. Van does not need to be refueled prior to returning.

3. Would you rather not drive?
   a. Choose from either of the above options and request a driver. Our student leaders are thoroughly trained to drive our vans and will get you where you need to go.
   b. Driver rate is $15/hour or $120/day. This is in addition to the van rental.

C. Requesting a Van Rental Reservation
You have two options:
   1. Complete an online Van Rental Reservation Request.
   2. Call the Recreation office. 831-459-2668.

D. Van Prioritization
   1. Recreation
   2. Other OPERS programs (Athletics, Clubs, etc.)
   3. UCSC organizations and departments (Residential Life, Student organizations)

E. Cancellation Fees
Cancellation notices are made by emailing Dustin Smucker (dsmucker@ucsc.edu).

<table>
<thead>
<tr>
<th>Notice</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Greater than seven days</td>
<td>No cancellation fee</td>
</tr>
<tr>
<td>Seven days or less, but more and 24 hours notice</td>
<td>$55</td>
</tr>
<tr>
<td>24 hours or less notice</td>
<td>$110</td>
</tr>
</tbody>
</table>

If an organization has more than one cancellation due to preventable causes, that organization may be disqualified from making further reservations.
F. Picking up your Van

Please allow approximately 30 minutes to pick up your van.

1. Vans must not be driven or moved in any way until the start of your rental reservation.
2. Show your driver’s license. Recreation will keep a photocopy.
3. The Recreation supervisor will confirm your reservation, including account authorization if applicable.
4. You and a Recreation supervisor will complete a Van Driving Checklist and Trip Sheet.
5. For each van, you will receive up to two sets of keys and one fuel card.

G. Returning your Van

1. Vans must be returned to the OPERS parking lot no later than the scheduled return time.
2. Return the van in clean condition. You are not responsible for washing the exterior.
3. Provide the Recreation supervisor with the sets of keys, fuel card, and fuel card receipts.
4. The Recreation supervisor and you will confirm the ending mileage, condition of the van, and fuel level.

H. On the Road - Requirements

1. Drivers must abide by all state and federal rules of the road.
2. Drivers must have their valid driver’s license in their possession.
3. All van occupants must always wear seat belts.
4. Alcohol, controlled substances, weapons and smoking in the vehicle are prohibited.
5. Drivers are prohibited from using a cell phone in any way, including hands free devices.
6. Drivers are prohibited from adjusting any cabin controls while on the road - temperature, radio, passenger windows, mirrors, etc. The only exception is to adjust their own window.
7. One-way trips are restricted to 16 total hours. After 16 hours, the trip may resume after at least an 8-hour break.
8. Drive with headlights on at all times.

I. On the Road - Best Practices

1. Adjust side and rear view mirrors prior to driving.
2. For trips lasting greater than two hours, consider having at least two drivers per van.
3. If a second driver suggests switching out of concern for the current driver’s condition, the switch happens without argument. Consider switching drivers no more than every four hours.
4. Because vans are larger than most vehicles we drive, drivers use spotters when backing up. If you are driving solo, step out of the van and check out your intended path before backing up.
5. Firmly adhere to the three-second rule. This allows ample space between you and the vehicle in front of you if they quickly decelerate.

J. Unauthorized Vehicle Use

1. Van use without authorization by appropriate University administrators
2. Transporting unauthorized personnel or materials
3. Transporting, possessing or using alcohol or controlled substances
4. Possession of a vehicle beyond the established rental period
5. Smoking inside of the van
6. Van use for personal business

K. Vehicle Accidents, Damages, and Liability
1. Drivers are responsible to abide by state laws related to reporting accidents to local authorities.
2. If the accident involves another driver, do not admit fault. Contact the local authorities if the situation requires it and exchange necessary information:
   a. Driver’s name, phone number, and address
   b. Witnesses’ names and phone numbers
   c. Driver’s insurance information, driver’s license number, and plate number
3. Call the Recreation office. Contact numbers are listed below.
5. If for any reason the van should be returned with damage, the renter is responsible for a $500.00 deductible fee. The renter may be held responsible for the full cost of the repair if the incident resulted from unauthorized van use, van misuse, or if the insurance claim is rejected.

L. Fuel Cards
1. **Know whether your van uses gas or diesel. Use the correct fuel for your van.**
2. Please use the fuel card at major fuel stations only. Some small service stations will not accept it. We may not be able to reimburse you for fuel charges.
3. The fuel card should only be used for the van to which it is assigned.
4. Purchases are restricted only to fuel and oil.
5. You are responsible for lost fuel cards. The replacement cost is $50.
6. If you are renting at the daily rate, turn in fuel card receipts when returning the van.
7. To use your fuel card:
   a. Insert and remove the fuel card.
   b. Enter the current odometer reading.
   c. Enter the vehicle number.

M. Emergencies
For immediate threats to life and safety, your first call should be 911. Call the Recreation office as soon as is practical after an accident occurs or the emergency situation allows. Call the top number first. If you do not get through, call down through the list, until you reach someone.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Numbers</th>
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<tbody>
<tr>
<td>Skippy Givens, Competitive Sports Supervisor</td>
<td>831-459-4220 (w); 831-332-2977 (c)</td>
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<tr>
<td>Dustin Smucker, Associate Director of Recreation</td>
<td>831-459-2668 (w); 309-202-9283 (c)</td>
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<td>UCSC Police Dispatch</td>
<td>831-459-2231</td>
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<td>UCSC Fleet Services (8am-5pm, M-F)</td>
<td>831-451-2228</td>
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<tr>
<td>Fleet Assistance (24 hour roadside assistance)</td>
<td>800-600-6065</td>
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