



UNIVERSITY OF CALIFORNIA, MERCED
5200 N. Lake Rd
MERCED, CALIFORNIA 95343
(209) 228-8277

FLEET VEHICLE USAGE POLICIES

1. University vehicles shall be used for official University business only.
2. Only those affiliated with University of California campus are authorized to drive UC Merced fleet vehicles. Authorized drivers include faculty, staff and students (students must be approved by an appropriate campus official).
3. Fleet Services personnel are not expected to determine the appropriateness of use such as authorized drivers, official University business, seat belt usage, obeying traffic laws, etc.
4. All authorized drivers understand and will comply with all University of California and UC Merced campus policies and procedures regarding use of University fleet vehicles.
5. All authorized drivers must maintain a valid driver's license/endorsement for the type of vehicle being utilized and must meet all other California driving laws and requirements.
6. All drivers of UC Merced vehicles are required to wear seatbelts while operating the vehicle, and are responsible for ensuring all passengers are wearing seatbelts.
7. Drivers must report any accident or damage within one business day to Sedgwick Insurance at 800-416-4029, Fleet Services at 209-228-2277 and the local Police Department for a necessary police report.
8. Drivers must inform Fleet Services of any mechanical, drivability and vehicle cosmetic issues prior to departure and upon your return.
9. Drivers assume full responsibility for any fines/penalties resulting from traffic or parking violations arising out of the use of a fleet vehicle while on University business.

After Hours Key Return Instructions

1. Within the Le Grand Parking Lot, park the vehicle in a space without any special markings. For example, **do not park** in a space that is specially marked with a metal Reserved, AUB, Carpool, or EZ Park sign.
2. Place the fuel receipt from your trip into the plastic pouch attached to the vehicles keys.



- a. Failure to refuel the vehicle to the level it was checked out will result in additional charges.
- b. Failure to provide a receipt of the fuel transaction will result in a delay in the processing of the recharge.

3. After ensuring that the vehicle is locked and all of your items were removed, place the keys within the TAPS Drop Box located on the TAPS Fleet Shop Door.





- LEGEND**
- * Visitors Center
 - Campus Buildings
 - Future construction
 - Student Housing
 - Service and Support
 - Parking
 - t:1 Future Parking
 - Service Roads
 - No Vehicles (except buses up to Muir Pass)
 - Ⓟ Parking Permit Dispenser
 - Ⓢ Visitors Center Parking
 - Ⓢ ATM
 - ** Bus Stop
- DE(Er.w\ER21)14
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 MAPDESIGN: University Communications

DIRECTIONS TO FILL STATION FOR THE COMPRESSED NATURAL GAS VEHICLES

Insert card, Enter Odometer Reading, Enter Hose # (2 for 3600 psi, yellow), Go to Pump

1. Remove nozzle from dispenser and push onto vehicle's NGS receptacle. Verify nozzle is secured to receptacle.
2. Turn nozzle handle ½ turn counterclockwise to FILL position
3. Lift dispenser handle to ON position, first audible beep indicates delivery is starting.
4. Second audible beep indicates delivery is complete, push down dispenser handle to OFF position.
5. Rotate nozzle handle ½ turn clockwise to VENT position
6. Pull back handle nozzle coupler sleeve to remove nozzle and return nozzle to dispenser.



Merced PG&E Service Center

624 W. 15th Street
Corner of M and 15th Streets
(Across from Boys and Girls Club)
Merced, CA 95348-2404
(800) 684-4642
Access: Public 24 Hrs
Payment: PG&E

From UC Merced: From Lake Rd. turn right on Bellevue. Take Bellevue to M St. and turn left. Then take a right on 15th St. Station is on left.

From Hwy 99 northbound: Exit at Martin Luther King. Turn right on M.L.K., and turn left on 15th St. Station in PG&E yard on left.

From Hwy 99 southbound: Exit at R St. Go left on R St., then right on 15th St. to station on right.