

**UC Merced - Fleet Services
Mileage Log**

Vehicle # _____ Description: _____

Date	Time Out	Odometer Reading Start	Odometer Reading End	Time Return	Fuel Level	Driver's Name	Destination / Purpose



Fleet Services

UNIVERSITY OF CALIFORNIA, MERCED
P. O. BOX 2039
MERCED, CALIFORNIA 95344
(209) 228-6981

Fleet Services Vehicle Reference Manual Contents

- Mileage Log
- Fleet Policy
- Voyager Card Instructions
- Vehicle Inspection Forms
- Accident Reporting Process
- Certificate of Self Insurance / Registration Documentation
- Letter of exemption from carrying evidence of financial responsibility
- Emergency Phone Numbers

Fleet Vehicle 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.

Drivers are responsible for the following:

- **Completing the Mileage Log for each trip:** If a driver is checking the vehicle out for use around campus (for example, Central Plant, Custodial, Lock and Access, etc.) it is not necessary to log each time the vehicle travels throughout the day. In this instance, one entry can be made for the day. Mileage logs must be updated at all times and must be submitted to TAPS when requested.
- **Notifying TAPS of any problems with the vehicle on the same day of use or the next business day.**
- **Saving and Submitting all receipts for repairs and fuel as defined on the Voyager Card Instructions.**
- **Notifying TAPS if involved in an accident and completing a Property Loss Form.**
- **Adhering to the guidelines as defined in the Fleet Policy when operating any University vehicle.**

If you have any questions regarding the information provided in the Fleet Services Vehicle Reference Manual, please contact Fleet Services at (209) 228-2277.

Voyager Card Services/Locations

[Home](#) > [Voyager Card Services/Locations](#)

Voyager Fleet Systems - Credit Card Instructions

Problems with the card going through? Call the number on the back of the card for information or authorization.

Limits

Three (3) card swipes per day for fuel, car washes or incidental purchases
\$750.00 per month

All receipts MUST be submitted with the [Monthly Mileage Log](#) and [Vehicle Inspection Form](#) to Fleet Services by the 10th day of the following month.

The Voyager Card is accepted by these local vendors listed below. A list of vendors who accept Voyager outside of the county/state is [posted online](#).

Incidental Local Purchases

Wiper blades, wiper washer fluid, etc.

Pep Boys
1207 West Main St.
(209) 723-3177

Oil Changes

For basic oil changes

Jiffy Lube
200 East Yosemite Ave.
(209) 726-7790

Tires

Call Dave at Tire World before taking your vehicle in to ensure the tires needed are in stock.

Tire World Car Care
Contact: Dave
1021 West Main St.
(209) 384-8473

Car Washes

Courtesy Chevrolet offers a hand wash and dry for \$10. Please use this service for large/tall vehicles (those with racks on top).

Courtesy Auto Center
Contact: Don Bergman
1485 West 15th St.
(209) 580-3623

Purchase Order (PO) Services

Home > Purchase Order (PO) Services

Services That Require a Purchase Order (PO) From Fleet Services

Note: For these services, contact Jason Davenport at jdavenport@ucmerced.edu or (209) 228-2277 to arrange to have the fleet vehicle maintained or repaired.

A Work Order and PO Number are required PRIOR to repair

Other Maintenance

Basic routine maintenance including oil changes, smog inspections and certifications, tune-ups, transmission service, cooling system service, parts and repair, yearly safety inspections, batteries (purchases and installations), brakes (pads, shoes, rotors, and drums - including parts and labor), vehicle electronic computer work, and major component failure.

Campus Automotive	Contact: Louie or Andrew	55 E. 13th St.	(209) 723-3334
Performance Auto Repair	Contact: John	1145 MLK Jr. Way	(209) 723-0726

Remote Colorado Location

For our customers in Boulder Colorado

Midas Automotive	3000 Walnut St.	Boulder, CO	(303) 449-5808
Big O Tires	3000 Valmont Rd.	Boulder, CO	(303) 449-5393

Warranty Services

During the warranty period, any authorized dealer is available to honor the manufacturer's warranty as needed. For customer pay incidental charges not specifically covered under the warranty, most dealers are not set up to honor or choose not to honor our POs. However, the following local dealers are, in the event this type of incidental repair is needed.

Merced Honda	1775 Auto Center Dr.	(209) 722-8100
Razzari Ford	1234 Auto Center Dr.	(209) 436-5912
Courtesy Chevy	1485 West 15th St.	(209) 383-3306
Razzari Nissan	1675 Auto Center Dr.	(209) 383-0100

Local Towing from UC Merced to anywhere in town

We have set up a flat tow rate with Courtesy Auto Center for \$40.00 per tow.

Courtesy Auto Center	Contact: Don Bergman	1485 West 15th St.	(209) 580-3623
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On-site Campus Glass Repair or Replacement

Chips and small cracks can be repaired before they become major replacement issues. With a \$500 glass deductible for insurance, these replacement costs are borne by the department.

Don's Mobile Glass	28 West Main St.	(209) 723-4576
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Paint-less Dent Repair and Removal

Small dents and dings can be removed on campus with relatively little cost.

Affordable Dent Repair	Contact: Jim Beebe	On-site	(209) 559-1738
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Offsite Car Wash

UC Merced full service rate is \$15.00

Bob's Car Wash	Contact: Veronica or Bob	11 West 15th St.	(209) 725-9369
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FLEET RESCUE ROAD SERVICE

1-800-934-6521

Roadside Services available throughout the US and Canada

• **FLEET RESCUE SERVICE** is available on fleet vehicles with a **VOYAGER** fleet fuel card.

• If your vehicle becomes disabled, a tow truck is dispatched to assist you 24 hours per day with ONE toll-free call.

• **SERVICES** include: Towing, Tire Change, Fuel Delivery, Battery Service, Lockout Service, and Mechanical First Aid.

• Services will be billed to you through the **VOYAGER** national account, with no out-of-pocket expense for the fleet driver.



- Towing
- Jump Starts
- Tire Change
- Fuel Delivery
- Lockout Service
- Mechanical First Aid



FLEET RESCUE ROAD SERVICE & TOWING 1-800-934-6521

Voyager fuel card and PIN numbers (required)

Exact Location / Street

Nearest Cross Street / Highway / Direction of Travel

Make, Color and Vehicle License Number

Landmarks

Phone Number from which you are calling

If your vehicle is started before service operator arrives, please call immediately and cancel your request.

✓ **Extreme Weather Conditions**

Service delays are sometimes unavoidable due to heavy demand during extreme weather conditions.

✓ **YOUR PERSONAL SAFETY IS OUR CONCERN TOO**

Should your vehicle become disabled in an area where you feel uncomfortable about your personal safety, please make every attempt to find a more secure location from which to call the toll-free number for road service assistance. If you feel that you are in immediate danger, dial 911 immediately.

Emergency Phone Numbers

[Home](#) › [Fleet](#) › Emergency Phone Numbers

UC Merced Police (209) 228-2677

UC Merced Fleet Services (209) 228-2277 or (209) 228-7433

UC Merced Transportation and Parking Services (209) 228-8277

National Automobile Club (800) 934-6521

Towing, tire change, fuel, battery service, minor mechanical 24/7 service

Pep Boys (800) PEPBOYS

Emergency repairs in conjunction with National Auto Service as needed 7 days/6 nights per week

**UC MERCED
FACILITIES MANAGEMENT - FLEET SERVICES
MONTHLY VEHICLE / EQUIPEMENT INSPECTION**

Month: _____

Department: _____

Current Mileage: _____

Year/Make/Model: _____

Vehicle Number: _____

Next Service Date: _____

License Plate: _____

Next Service Mileage: _____

***This completed form MUST be submitted to Transportation & Parking Services no later than the 10th of each month
If not turned in by the due date, the inspection will be completed by TAPS and your department will be recharged \$9.66***

ITEMS IN THE GLOVE BOX

_____ Vehicle Registration _____ Accident Forms _____ Disposable Camera (check expiration date)

***PLEASE MARK WITH: SATISFACTORY X OR REPAIR R (NOTE REMARKS ON REVERSE)

_____ General Appearance	_____ Interior Condition	_____ Wiper Fluid	_____ Headlights	_____ Racking
_____ Exterior Body	_____ Seat Belts	_____ Oil Level	_____ Tail Lights	_____ Tool Storage
_____ Glass/Windows	_____ Horn	_____ Coolant Level	_____ Brake Lights	_____ Spare Tire
_____ Wiper Blades	_____ Heater	_____ Transmission Fluid	_____ Turn Signals	_____ Tire Jack
_____ Mirrors	_____ Air Conditioner	_____ Power Steering Fluid	_____ Emergency Flashers	_____ Fire Extinguisher
_____ Doors	_____ Brakes	_____ Brake Fluid	_____ Oil Leaks	_____ Flares
_____ Tires	_____ Steering	_____ Battery Condition		_____ First Aid Kit
_____ Hood Latch	_____ Shocks	_____ Belt Condition		

OVERALL VEHICLE / EQUIP CONDITION

___Excellent ___Good ___Fair ___Poor ___Do Not Operate

Inspected By: _____

Supervisor's Initials: _____

Signature: _____

Date of Report: _____



FLEET SERVICES

UNIVERSITY OF CALIFORNIA, MERCED
5200 NORTH LAKE ROAD
MERCED, CALIFORNIA 95343
(209) 228-8277

Driver's Accident Reporting Process

All accidents must be reported within 24 hours, no matter how minor and regardless of who is at fault.

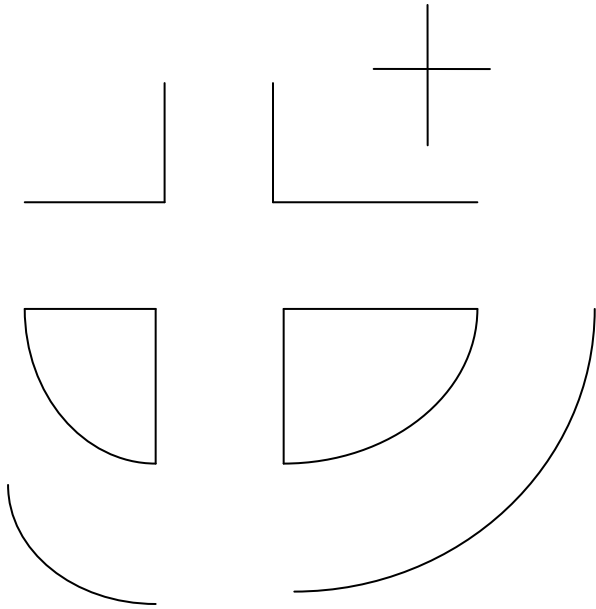
When an accident happens, STOP and REMAIN CALM.

Read and follow these instructions:

1. Aid the injured.
2. Call 911. Notify the police and request an ambulance if necessary.
3. Obtain the NAME, AGENCY and BADGE NUMBER of the Investigating Officer.
4. Obtain facts about the other vehicle(s):
 - a. Vehicle Make, Model, Year and License Plate Number
 - b. Registered Owner's Name and Address
 - c. Driver's Name and Address
 - d. Insurance Company Name, Address and Policy Number
 - e. Note Damage to other vehicle
5. Obtain the NAME and ADDRESS of injured person(s).
6. Obtain the NAME and ADDRESS of passengers in the other vehicle(s).
7. Obtain the NAME and ADDRESS of any witnesses.
8. Obtain facts about any other damaged property.
9. Take photos of the following:
 - a. Damage to your vehicle
 - b. Damage to other vehicle(s)
 - c. Damage to other property
 - d. Any landmarks or signage noting location of accident
10. Refer to the Insurance tab in the Fleet Services Reference Manual for the UC Certificate of Self-Insurance.
11. Protect your vehicle and other property from further damage.
12. Report the incident to UCM Fleet Services by calling **209-228-2277** and notify your supervisor.
13. Complete and deliver the Accident Reporting Kit to UCM Fleet Services within 24 hours.
14. DO NOT accept or deny fault.
15. DO NOT offer to pay for damages.
16. DO NOT discuss the accident with anyone EXCEPT for the Police, Campus Police, Fleet Services, Risk Services, or your supervisor.

Accident Scene Diagram

Indicate location of all traffic signals, stop signs, speed limit signs, etc. Indicate location of all vehicles/pedestrians and witnesses. Indicate who had right of way and which vehicle entered intersection first. **Indicate point of compass**



Number each vehicle and show direction of travel by arrow.



Use solid line to show path before accident _____

Use dotted line after accident - - - - -

Show pedestrian by



Stop Sign



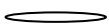
Yield Sign



Stop Light



Motorcycle or Bicycle



INJURED NAMES

Name _____ Age _____

Address _____

Hospital _____

Name _____ Age _____

Address _____

Hospital _____

UNIVERSITY PASSENGERS

Name _____

Address _____

Name _____

Address _____

OTHER VEHICLE PASSENGERS

Name _____

Address _____

Name _____

Address _____

WITNESSES

Name _____

Address _____

Phone _____

Name _____

Address _____

Phone _____

University of California, Merced

Accident Reporting



Kit

What to do in case of an accident

REMAIN CALM:
Stop and turn off ignition.

ASSIST:
Aid the injured.

CALL 911
Notify the police; call for ambulance if necessary.

OBTAIN:
Get all contact and insurance information of all involved parties.

GET WITNESSES:
Pass out and collect witness cards.

REPORT:
Describe and diagram accident.

AVOID: Do not discuss the accident with anyone other than police or a University representative. Do not accept or deny fault or offer to pay for damages.

University of California,
Merced

**UNIVERSITY OF CALIFORNIA
CERTIFICATE OF SELF-INSURANCE**

This is to certify that the University of California is self-insured for the following coverage:

Type of Coverage	Self-Insured Limits
I. AUTOMOBILE LIABILITY Vehicles Owned, Non-owned and Hired	\$1,000,000 each occurrence
II. TERMS & CONDITIONS: This certificate evidences automobile liability coverage for vehicles owned or operated by the University of California.	

DATE ISSUED: November 20, 2007



AUTHORIZED SIGNATURE
Karen M. Vecchi



Fleet Services

UNIVERSITY OF CALIFORNIA, MERCED
P. O. BOX 2039
MERCED, CALIFORNIA 95344
(209) 228-2277

TO: All Drivers of University Vehicles

FROM: Fleet Services

RE: (1) Evidence of Financial Responsibility
(2) Department of Motor Vehicles (DMV) Financial Responsibility Form SR-1

(1)

Under California Vehicle Code Section 16020, Paragraph (b), the University of California is exempt from carrying evidence of financial responsibility for vehicles it owns.

If you receive a request for evidence of financial responsibility, please respond that the University of California is a public entity and is self-insured. Insurance inquiries

(2)

Under California Vehicle Code Section 16000, Paragraph (b), the University of California is exempt from filing DMV Financial Responsibility Form SR-1.

However, if you receive a request to complete an SR-1 form after an accident, please respond that you were driving a University vehicle on official University business and that the University is exempt from the filing requirement. The employee should also send a letter to DMV explaining they were driving a University vehicle on University business and the University is exempt from filing the SR-1. If this does not suffice than the University employee should fill out an SR-1 DMV form. Further inquiries may be forwarded to Carol Castillo, Risk Services Coordinator, (209) 228-4763 or mailed to:

University of California, Merced
Carol Castillo
5200 North Lake Road
Merced, CA 95343

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