

**DRIVER INFORMATION AND VEHICLE USAGE POLICIES**

**Fleet Vehicle Usage Policies**

**All occupants acknowledge that we will...**

1. return the vehicle to TAPS in accordance with the reservation date and time,
2. report all vehicle damages, accidents, theft, or vandalism to TAPS at (209) 228-8277 and the police department at (209) 228-2677 immediately after its incidence,
3. return the vehicle clean and free of garbage,
4. not or allow anyone else to smoke or use tobacco products or use any unregulated nicotine products while inside of the vehicle,
5. not utilize a cell phone while operating the vehicle,
6. utilize this vehicle for official university business only,
7. only allow those that are affiliated with UC Merced and that were given prior expressed permission under this reservation to operate the vehicle,
8. maintain a valid california driver's license, endorsement for the type of vehicle being used,
9. meet all driving laws and requirements set by the State of California while operating this vehicle,
10. accept full responsibility for any fines or violcations accrued during my reservation,
11. inform Fleet Services prior to taking possession of the vheicle if I am not comfortable and confident in the operation of the vehicle,
12. ensure that all passengers are secured with seatbelts prior to operating the vehicle,
13. report to Fleet services any mechanical, drivability, and cosmetic issues prior to departure, and/or immediately upon return,
14. be liable for any damages incurred to the vehicle if this form is incomplete,
15. turn in receipts for any fuel charges to TAPS at the time of return,
16. avoid additional charges to the reservation by returning the vehicle at the same fuel level it was during pick-up,
17. cancelations made less than 24 hours prior to the reservation or abandoned reservations will result in a recharge of 100% of the rental costs,

**The signature(s) below affirms that I and all other occupants of this vehicle acknowledge and agree to comply with the above terms and conditions. We understand that failure to comply with the following may result in revoked driving priviliges and/or legal action.**

Driver's Phone Number: \_\_\_\_\_

Driver's Name: \_\_\_\_\_

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Driver's Phone Number: \_\_\_\_\_

Additional Driver's Name: \_\_\_\_\_

Additional Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_