

Vehicle Rental Pickup

- 1.) You are now responsible for anyone driving this vehicle. Drivers must be faculty, staff, or students 18 years of age or older, and have valid drivers' licenses. ONLY UC Riverside faculty, staff, students and authorized users are allowed to ride in the University Vehicles.*
- 2.) You are now responsible for this vehicle. If anything should happen to it while in your possession, please contact Fleet Service immediately. We have a 24 hour answering service. In the case of a car accident, please complete the accident report form located in the glove box of the vehicle.
- 3.) Fueling Procedure:
 - a. You may fuel at any stations that accept credit only cards. Do not fuel at Arco/Valero/Thrifty stations. You will need the first six digits of the license plate as the pin code. Then you will need the current mileage reading. Use only 87 octane when purchasing gasoline. If you swipe the gas card more than twice, it will lock you out and you will have to call Fleet Services to have it unlocked. If this happens outside of regular business hours, call 1-800-987-6591 for after-hours assistance.
 - b. For a Natural Gas vehicle, there will be a directory of fueling stations in the glove box. Please follow the prompt at the fueling station CAREFULLY. Natural Gas vehicles get around 150-180 miles per tank.
- 4.) You may park in Red or Blue permitted lots. Do not park in special permitted areas or loading docks. All citations received are the driver's responsibility. It is a personal ticket and it is the driver's responsibility to make sure the vehicle is parked properly.
- 5.) The vehicle must be returned in the condition it was received or additional fees may apply.
- 6.) If the vehicle is returned during office hours, please park it in the gold "Rental Return" spaces in the middle island of the Fleet Services parking lot, or behind the office in a service vehicle space. If the vehicle is returned after hours, it must be parked in Lot 23. Please put the keys in the yellow drop box on the fence.
- 7.) Upon returning the vehicle, please make sure all of your personal belongings are out of the vehicle and all the doors are locked. If you forget something, and Fleet Services needs to be called out, there will be a minimum four-hour recharge to your department.
- 8.) Have a safe drive and a nice trip.

*For further information on authorized users/riders and in depth University Policies please see the following website:
<http://fboapps.ucr.edu/policies/>.