

Faculty/Student Vehicle Use Agreement

DODGE RAM 2500, “THE BEAST”

The Department of Geography owns a ¾ ton, 4WD, extended cab pickup equipped with a covered 8 foot bed and a large roof rack with a solid floor. This vehicle serves the department as a field class and research support vehicle. The truck seats a maximum of 5 people, with very little legroom in the back 3 seats.

The truck is available for rent exclusively for education and research purposes and should only be driven by university affiliates who have been vetted by the department and have signed this contract. As a renter of the department vehicle or a department funded rental vehicle you are taking responsibility not only for the vehicle and the safe conduct of all aboard, but for adhering to all applicable laws and department policies governing driving and the use of the vehicle.

“The Beast” best serves those who are conducting gear heavy research or who plan to carry a large load in support of a group traveling in other vehicles. It also serves those who need to tow a trailer. Consider renting a more fuel-efficient vehicle if your research or support needs do not require the use of such a large vehicle.

DRIVERS

It is critical that all drivers have a current license and a clean driving record. Each potential driver must allow the department to submit a request for a MVR (Motor Vehicle Report) from the Department of Motor Vehicles to ensure that they can pass this requirement. This report must be updated yearly. Department vehicle users who will be using the vehicle on a regular basis will be placed on an automatic DMV MVR pull program.

The driver must also provide the department a photocopy of their driver's license and sign and submit the last page of this contract. Each driver is responsible for notifying the department of any change in their driving record.

Only drivers that have been vetted by the department and have a contract on file have permission to drive the department vehicle. Renters do not have the authority to allow non-vetted individuals to drive.

DEPARTMENT VEHICLE POLICIES

All trips and mileage must be recorded in the mileage log (located in the jockey box of the vehicle).

The vehicle should be returned clean (within reason), trash free and with a full tank of gas. If the gas tank is returned partially full, the renter will be responsible for the cost of gas as determined by the next user of the vehicle.

Renters must notify the department prior to use if you intend to tow anything with the department vehicle or if you intend to load the roof rack. All drivers who intend to use the vehicle to tow must demonstrate a basic competency with a trailer that they provide. The roof rack should not be loaded beyond 400 lbs.

No smoking is allowed in the vehicle.

No pets are allowed in the vehicle.

PARKING

The Department of Geography has an assigned parking space in the back lot on the east side of McCone Hall. A renter may park their own vehicle in the Geography space during the period when they are using the department vehicle in the field. Parking anywhere else on campus is subject to campus restrictions and possible fines.

It may prove helpful to load the vehicle in the flat area at McCone's back entry, in front of the McCone Hall freight elevator, but the vehicle should not block passage in and out of the building, nor be left there unattended. Do not leave the vehicle in spaces assigned to other departments.

TICKETS

Under NO circumstances will the university pay for any parking tickets or moving violations incurred by a driver. The Department expects prompt payment of any such fine.

BREAKDOWNS

(Reference Vehicle Breakdown/Accident Sheet, attached to mileage log clipboard in department vehicle)

For departmental vehicle breakdowns in the local area, contact Husted's Collision & Tow: (510) 549-0910. They accept payment with the department fuel card. Tell the dispatcher that they are towing a 4WD extended-cab pickup. They will send a larger tow truck.

For departmental vehicle breakdowns outside of the local area, it is up to you to have the vehicle towed to a service station for repairs. You will be reimbursed for necessary charges you may incur.

For Enterprise rental vehicles, contact Enterprise Rent-A-Car Roadside Assistance at (800) 307-6666. They will provide assistance and if needed, arrange for other transport. If you must leave the vehicle, collect the rental paperwork for departmental processing. Keep Dan Plumlee informed as to the status of the vehicles and passengers.

Flat Tire

If you are renting a vehicle from Enterprise, make sure that the vehicle has a spare tire and that you know how to access it. If the spare is a smaller size than the rest of the tires, drive on it only for a short distance, as far as you need to go to have the original tire repaired, and do not drive at speeds over 50mph.

ACCIDENTS

Accident forms are located in the glove compartment of the department vehicle. It is crucial that these forms be filled out completely at the time of the accident. These forms are needed to complete all the ensuing paperwork that the university requires.

If possible, call the police and have an official police report filed and seek out witnesses and have them fill out the university's witness cards.

Make sure that Dan Plumlee and any associated rental agency are notified of all accidents as soon as it is reasonably possible to do so.

Faculty and Student Vehicle Agreement

Name _____ Phone _____

Address _____

UCB ID # _____ UCB Affiliation _____

I have reviewed, understand and agree to follow the terms of this agreement, all department vehicle policies within and applicable laws that govern the operation of the Geography Department vehicle.

Signature _____ **Date** _____

Driver's License# _____ State _____ Exp. _____

Latest Motor Vehicle Report Date (if passed) _____

Description of Primary Need
