

ANR Pool Vehicle Policy & Procedures

2nd Street Building

A. Background

1. ANR maintains a small pool of vehicles for use by employees located at the 2nd Street building. This policy outlines the operating rules and restrictions for use of those vehicles. This policy applies to all units located at 2nd Street. This policy applies to all assigned or shared-use vehicles, including those owned or leased by ANR, and vehicles on long-term rental or assignment from a UC campus.

B. Appropriate Use of ANR Pool Vehicles

1. ANR Pool Vehicles may be used only for the conduct of official University business as described in [BFB BUS-46](#). Avoid personal stops or side trips while driving ANR Pool Vehicles.
2. Passengers in ANR Pool Vehicles should also be on official University business. Drivers of ANR Pool Vehicles may not give rides to any unauthorized passengers, including family members.
3. In accordance with University policy, smoking is prohibited in ANR Pool Vehicles. See ANR Administrative Handbook, Section 487:
<http://ucanr.edu/sites/anrstaff/files/181051.pdf>
4. ANR Pool Vehicles capable of operating on an alternative fuel must use that fuel whenever available.
5. ANR Pool Vehicles may not be left at airports for periods of time exceeding 24 hours.
6. ANR Pool Vehicles may not be used for international travel. For U.S. travel outside of California, the driver must obtain authorization from their supervisor for any trips that extend more than 100 miles beyond the California border.
7. ANR Pool Vehicles shall not be used regularly for transportation between personal residences and University campuses or other work locations, except when used occasionally for transportation to and from personal residences in connection with departure and/or return from official University business trips. In such cases, the driver shall request permission in advance to drive the vehicle home and the driver's supervisor or appropriate department official must confirm that such use is more efficient and economical than available alternatives.
8. Any use of a vehicle for transportation between home and office, other than those stated above, must be specifically authorized in advance and in writing by the ANR Associate Vice President as an exception to this policy and justified by a special and/or frequent work requirement of the University which cannot reasonably be met by other means of transportation.

C. Authorized Drivers

1. Only Authorized Drivers may use ANR Pool Vehicles. An Authorized Driver must be an employee of UC ANR. Generally, Authorized Drivers will be based at the 2nd Street Davis location, but ANR employees from other locations may also use the vehicles as an Authorized Driver, provided they meet all the requirements listed below.
2. Authorized Drivers of ANR Pool Vehicles must hold the valid license/endorsements for the type of vehicle they will be driving.
3. Training: Authorized Drivers must have completed a course of driver safety training, approved by Risk & Safety Services (online, in-person, etc.). See the Risk & Safety

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Services website for links to approved training:

http://safety.ucanr.edu/Programs/Driver_Safety/

4. Authorized Drivers of ANR Pool Vehicles must be enrolled in the DMV employer pull notice (EPN) program.
 - a. Supervisors must identify the employees in their unit who they want to drive ANR Pool Vehicles and submit the required forms to ANR Risk & Safety Services to enroll the driver in the EPN program.
 - b. ANR Risk & Safety Services maintains enrollment and monitoring of the EPN program. This driver record information is considered private and is only accessible to authorized employees. When an employee's information is submitted for enrollment in the EPN program, their driver record results are usually available within 48 hours. The supervisor will be notified that the employee is cleared to drive the ANR Pool Vehicles.
 - c. Forms and additional information about EPN program are here: <http://ucanr.edu/sites/fleet/>
 - d. If an employee is found to have driven ANR Pool Vehicle(s) without being enrolled in the EPN program, then that employee will be suspended from use of the ANR Pool Vehicles for 6 months.
 - e. When DMV informs ANR of adverse actions on an Authorized Driver's record, the supervisor will be notified and the following standard responses will apply:
 - i. 1 infraction/violation/accident within a 12 month period: letter to employee reminding them of policy and importance of safe driving.
 - ii. 2 infractions/violations/accidents within a 12 month period: attend driver training refresher.
 - iii. 3 infractions/violations/accidents within a 12 month period: suspension from use of ANR Pool Vehicles.
 - iv. 4 infractions/violations/accidents within a 12 month period: license suspended by DMV – ineligible to drive for University business.
 - v. Note: when an employee is initially enrolled in the EPN, the report will include past infractions, up to 10 years. Provided that the employee is currently licensed to drive, prior infractions will not result in the standard responses above. These actions will only be taken in response to subsequent infractions after the employee is enrolled in the EPN program.
5. Drivers are expected to obey all traffic laws while using an ANR Pool Vehicle. The Authorized Driver of an ANR Pool Vehicle is responsible for the payment of any traffic/parking citations incurred on or off University property during the time that said driver is responsible for the operations of the vehicle. Traffic/parking citations shall not be paid from any source of University funds.

D. Reservation of Pool Vehicles and Vehicle Log

1. Authorized Drivers may reserve an ANR Pool Vehicle using the Outlook calendar for each vehicle.

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2. Authorized Drivers can pick up the keys from workstation 233B, and note their name and the date/time when they checked out the keys. Upon return, the driver shall return the keys to workstation 233B and note the time/date the keys were returned on the check-out log. If the keys are not on the clipboard, the vehicle is not available for use.
3. Drivers are required to fill out a mileage log in the vehicle to record their usage, an account number to be charged, and any maintenance needs or other concerns related to the vehicle.
4. If a department has a vehicle assigned for exclusive use of employees in that department, then drivers shall follow the reservation, check-out, and usage logs established for that department.
5. Drivers should report any hazardous conditions or concerns about the vehicle when they return the keys, and remove the vehicle from service.
6. Routine maintenance and fuel is covered by the per mile charge for the vehicle. If a driver is negligent in their operation of the vehicle, or if the vehicle is returned with excessive trash or similar conditions, the driver's department may be charged for repairs or cleaning.

E. Insurance and Incident Reporting

1. Each ANR Pool Vehicle has [Insurance/Incident Reporting Packet](#) in the glove box with information about insurance, how to report an incident and how to obtain roadside assistance.
2. [Business and Finance Bulletin BUS-81/Insurance Programs](#) covers personal injury and property damage to others which is caused by University vehicles when they are operated in the course of official University business.
3. In the event of an accident while operating an ANR Pool Vehicle, first ensure that everyone involved is safe and receiving the appropriate medical attention as needed. Within 48 hours of the accident, the driver must submit an ANR Incident Report.
 - i. Fill out all sections that pertain to the accident without including opinion or speculation. If a police report is made, please provide the report number, officer name/badge number, and law enforcement agency. If possible take pictures or video (such as from a cell phone) of the surrounding area, vehicle(s), and property involved in the accident and any observed damage.
 - ii. Please send any incident reports, attachments, and/or photos/videos to Risk & Safety Services: care of Linda Harris (olharris@ucanr.edu) or Brian Oatman (baotman@ucanr.edu).
 - iii. For insurance and incident reporting forms and additional instructions, see: <http://safety.ucanr.edu/files/118417.pdf>
4. If an ANR employee is injured in the accident, fill out the UCD Employer's Report of Occupational Injury or Illness and submit this form to ANR Staff Personnel Unit (anrstaffpersonnel@ucanr.edu).
 - i. For forms and additional instructions about reporting an injury, see: http://safety.ucanr.edu/Guidelines/Reporting_an_Injury/.