



Office of the President

BERKELEY, CALIFORNIA 94720

February 28, 1978

CHANCELLORS  
LABORATORY DIRECTORS  
MEMBERS, EXPANDED PRESIDENT'S ADMINISTRATIVE COUNCIL

Dear Colleagues:

The following policy on Use of University Vehicles is effective immediately, superseding that issued on November 28, 1977. It restates and clarifies certain provisions, without substantial change in the policy itself.



1. University-owned vehicles shall be registered in the name of the University of California and licensed as exempt vehicles. University-related activities or organizations are not authorized to own or register motor vehicles in their names. Each University vehicle shall be conspicuously identified as the property of the University of California and for official use only. University vehicles shall be used only for official University business, as defined in implementing procedural instructions.
2. Authorized operators of University vehicles shall be limited to University employees or to other persons on official University business who are approved by appropriate officials of the University. Each such operator of a University vehicle must hold a valid operator's license of the class necessary to operate the vehicle.
3. Each Chancellor shall establish a central garage facility for all University-owned vehicles to provide transportation services for the campus. This facility will be operated as a self-sustaining enterprise with all allowable costs being recharged to the using activities.

Chancellors  
Laboratory Directors  
Members, Expanded President's Administrative Council  
February 28, 1978  
Page 2

4. University administrative officials who authorize the use of University vehicles are responsible for the proper use and operation of such vehicles by persons under their jurisdiction; the officials shall be required to pay, or to obtain payment from the responsible individual, for all costs for damage to the vehicle resulting from the misuse or careless operation of the vehicle under the individual's charge.
5. The operator of a University vehicle is responsible for the payment of any traffic citations incurred during the time the operator is responsible for the operation of the vehicle.
6. University vehicles shall not be regularly used for transportation between personal residences and University campuses or other work locations, except for use in authorized vanpool programs, and for vehicles assigned to senior University executives.

The Office of the Associate Vice President is assigned responsibility for issuing supplemental guidelines on the use of University vehicles, including implementing instructions, controls, and records.

Sincerely,



David S. Saxon  
President

cc: Principal Officers of The Regents