Fleet Services – Rental Requests

Unit:	Transportation Services
Department:	Fleet Services
Updated:	03/12/2024
Scope:	• How to request a vehicle for rental in Fleet Commander

Summary:

Fleet Services offers daily and long-term rentals to all UCR faculty, staff, and student groups (with permission). Fleet Commander offers a user friendly option for drivers and admin staff to request daily, long-term, or courtesy rentals.

Steps:

Utilize the following steps to complete a Rental through Fleet Commander:

1. **Fleet Commander Welcome Page:**
    a. Under "Vehicle Use" go to: Make Reservation (Listed on the left side of the screen)
    b. Select whether the request is for you or another employee, faculty member, or student and click, "Next (Continue Request)".
        i. If the actual driver cannot be added to our system, select "This request is for me" and add the actual driver's information in the comments section.
    c. Select a Usage Type from the options provided:
        i. **Rental, in-state:** Select if the vehicle will be driven within California for fewer than 10 days.
        ii. **Long-Term Rental:** Select if the department would like to request a vehicle for 10 days or longer.
        iii. **Rental, out of state:** Select if the vehicle will be driven outside of California for fewer than 10 days. *an Out-of-State Form will need to be filled out.*
    d. After making a rental selection click, "Next (Continue Request)".
2. **Complete Reservation:**
    a. Enter Pick-Up Date/Time – Fleet Services is open Monday-Friday, 7:30-4:00 (excluding federal holidays). Reservations can be made up to a year in advance.
    b. Enter Return Date/Time – Vehicles can be returned any date/time in Fleet's after-hours lot
    c. Select a Vehicle Type – Note that there are multiple prices for the same type of vehicle, this is determined by the age of the vehicle
    d. Click the boxes of any desired options listed below if needed.
    e. Enter the number of Occupants (driver and passengers) who will be in the vehicle during time of rental.
    f. Verify the Department Code is correct.

g. Enter COA1 information – The entire line must be filled, even if you do not have any of the optional fields, those portions must be filled with zeros. Eg. 1511-66070-A01280-540100-72-000-0000000000-0000000000-0000000

h. Select COA1 Percentage – Fleet Commander offers a split up to two COAs.

* You do not have to fill out the COA2 fields if you are only using one COA

i. Enter the Destination – This should be the city and state you are traveling to, if there are multiple destinations, list them, or you can broaden the scope to "Inland Empire" or something similar

j. Enter the Purpose of rental – can be as general as "Field Research" or "Recruitment"

k. Comments – if there are any specifics for the rental please add them in this section for the Fleet Staff to read. This is where you will add the actual driver's name, email, and phone number if they are not in the system.

l. Click, "Next (Continue Request)".

m. Verify information requested is correct. If information entered is incorrect click, "Previous (Change Request)". If information entered is correct click, "Submit Request". If you no longer need the request click, "Cancel Request".

n. Once reservation is confirmed an email will be sent with the reservation information to your UCR email address.

3. **Information for Picking Up/Dropping Off Vehicle**
   a. Go to UCR's Corporation Yard located off of Linden Street behind Lot 23.
   b. Enter front lobby of Fleet Services – located by the fuel station in the Corporation Yard.
   c. Driver will need to present a valid driver license in order to pick up and drive a UC vehicle.
   d. A fuel card will be provided with a rental and will be located in a blue pouch on the key ring.
   e. Fuel cards can be used at fuel stations accepting CREDIT cards. DO NOT USE at Arco or Valero.
   f. When refueling a vehicle the screen will prompt the driver for the current odometer reading as well as a PIN. The PIN # will be the **first** 6 digits of the vehicle's license plate.
   g. You do not have to refuel the vehicle before returning it. Fleet will fuel it upon your return.
   h. Rentals are not charged for mileage, but will be charged for fuel usage. There is no mark-up on fuel purchases.
   i. Transponder stickers are available on most Fleet vehicles and are no additional charge. Any tolls incurred during the rental on Toll Roads or the 91 Express Lanes will be added to the rental. There is no mark-up on toll charges.
   j. Return vehicle on the drop-off date specified in the rental. If the vehicle is being returned during business hours the driver should park the vehicle in a, "Rental Return" spot behind the fueling station at Fleet Services.
   k. **Please note:** If a vehicle is set to be returned outside of Fleet Services normal business hours the vehicle should be parked in Lot 23 and the keys will be deposited in the Yellow Lockbox on the gate.

4. **Incident Reporting:**
    a. If you are involved in an auto-incident which requires assistance in regards to a tow, Fleet Services is available to help. The Fleet Services number – (951) 827-2277 – is available after business hours as the phone is monitored by a forwarding service. Please call this number if you are in need of assistance.
    b. In the glove compartment of every Fleet vehicle is a packet with a copy of the University's insurance as well as an incident reporting form. Please fill out the incident form and scan a copy to: fleet@ucr.edu or drop off the report to Fleet Services during business hours.