

BRUINCAR TERMS AND CONDITIONS

BRUINCAR IS FOR OFFICIAL UNIVERSITY BUSINESS ONLY

University vehicles are to be used only for official University business. Departments will bear responsibility for determining, authorizing, and controlling official use. University administrators who authorize the use of BruinCar vehicles are responsible for the proper use and operation of those vehicles by persons under their jurisdiction. Renter's department shall be required to pay or obtain payment for any damage incurred as the result of misuse or careless operation of the vehicle by the renter. Vehicles shall not be used for regular transportation between personal residences and University campuses or other work locations. If a University vehicle signed-out to a department is observed in what appears to be other than an official University business situation, department administrators may be called upon to provide justification involving specific knowledge of the facts and an informed judgment as to the propriety of the situation to the appropriate Vice Chancellor.

RENTER REQUIREMENTS

BruinCar rental vehicles include University vehicles and commercial vehicles. Student, staff, or faculty drivers of BruinCar vehicles must be at least 18 years of age, possess a valid driver license of the class necessary to operate the vehicle and be employed by or have the approval of the users department.

AVAILABILITY

Vehicles are provided on a first come, first served basis. If a University vehicle is unavailable, BruinCar staff will assist the department in obtaining a rental vehicle from a commercial agency provided the department agrees to pay the agency rate, administrative charge, applicable tax, and fuel costs. Commercial agencies require the driver to be 21 years of age to drive the large SUV's.

DRIVER LICENSE

The renters' driver license will be verified with the Department of Motor Vehicles prior to setting up a BruinCar account. A valid driver license must be in driver's possession at all times when driving a BruinCar. A driver can pick up only one vehicle. Foreign driver licenses will not be accepted as valid, including Puerto Rico. Out of state is acceptable.

CITATIONS

The driver is responsible for payment of all citations issued to the vehicle while in the driver's possession. As stated in Business and Finance Bulletin BUS-46, "Traffic Law Violations", department funds may not be used to pay citations. An administrative citation processing fee of \$15-\$50 will also be charged. Drivers must obey all University parking regulations or applicable municipal code sections of the city they are driving in. BruinCar does not supply Fastrak transponders. Driving in Fastrak lanes is not permissible unless driver uses his/her personal Fasttrak transponder.

RENTAL CHARGES

Vehicle rates are based on a 24-hour rental period from the time of pickup or scheduled time of pickup, whichever comes first. A one hour grace period is given at the end of the rental period. Vehicles kept beyond the one hour grace period will be charged a late fee of \$25, in addition to the daily vehicle rental charges until such time the vehicle is returned to the rental facility.

FUELING

Fuel your BruinCar at Fleet Services fuel island before returning your vehicle to BruinCar lot. Failure to do so will result in \$25 penalty fee.

VOYAGER CARD

A voyager card may only be used for the purchase of fuel and emergency parts or services for the assigned BruinCar. Departments will bear financial responsibility for all unauthorized purchases and repairs made with this card while in the driver's possession or if lost or stolen. Drivers must assure that vehicle, license number, and gallons of fuel purchased appear on all receipts. Fleet Personnel must authorize all automotive repairs and service before work is performed or charged to the credit card. Call 1-800-825-2963 to request authorization. Rental charges will continue to accrue until both the Voyager card and vehicle keys are returned. Lost or missing cards must be reported immediately in writing to fts@ts.ucla.edu. An administrative processing fee of \$50 will be charged for replacing lost or stolen cards. Instructions for using the Voyager card are located in the glove box of every vehicle.

CANCELLATIONS/NO-SHOWS

Confirmed reservations not canceled 24 business hours prior to the scheduled pick up time are subject to a minimum one day's rental charge (weekend or holidays not included).

PARKING PERMIT AND ACCESS CARD

A parking permit/access card can be issued to gain entrance into University parking structures for designated commercial vehicles. Permits and access cards must be returned with the vehicle keys at the end of the rental period; otherwise, rental charges will continue to accrue. Lost or stolen cards must be reported immediately in writing to BruinCar and the department will be charged an \$85 replacement fee for each misplaced item. Permits are not to be used for personal vehicles. Commercial vehicles parked in lot 36 must display a hang tag issued by the BruinCar office. Failure to display a hang tag could result in a citation. The driver is responsible for payment of the citation if issued.

INSURANCE

As set forth in Business and Finance Bulletin, BUS-81, University liability insurance covers personal injury or property damage to others caused by University vehicles whenever they are operated in the course of official University business. Student drivers operating University vehicles are covered by the University's self-insured auto program for damage to the vehicle (collision and comprehensive coverage) and for liability if there is a collision causing bodily injury or property damage to a third party. Personal Injuries sustained by a student are covered by their required student health insurance plan (SHIP) or an equivalent program of self- insurance.

The University's self-insurance program for vehicle physical damage covers general purpose BruinCar vehicles. A deductible amount, as well as any applicable administrative fees, will be assessed for each incidence of loss, and is borne by the user department. Costs for vehicle damage due to intentional misuse or neglect will not be recovered through the University self-insurance program, but will be borne by the user department. Overhead damage to either the passenger compartment or container in large cube trucks is not covered by insurance. When a third party causes damage to a University BruinCar vehicle, the University will attempt to recover in full damage costs from the third party.

PARKING PRIVILEGES

BruinCar drivers are responsible for knowing and adhering to parking regulations. BruinCar drivers are subject to all campus parking regulations as well as the California Vehicle Code and are subject to appropriate vehicle citations. BruinCar drivers are personally responsible for any parking citations received while driving the BruinCar. Note: BruinCar vehicles **do not** have “E plate” parking privileges.

BruinCar vehicles are valid at all times in:

- Blue and Non-reserved parking stalls
- All numbered and lettered areas, with the ***exception*** of: Structures 1, 13, 17, 31, 33, 35, 39, A, CHS, DC, Doris Stein turnaround, E, Jules Stein, MB/MP, Ronald Reagan UCLA Medical Center, Tiverton House and Weyburn Terrace.

After 4:30PM weekdays and all day weekends, BruinCar vehicles may be parked in:

- All numbered and lettered areas including those designated for “X” [Preferred] Permits (unless reserved at all times) and visitors, with the ***exception*** of: Structures 13, 17, 35, 39, DC, Doris Stein turnaround, Jules Stein, MB/MP, Ronald Reagan UCLA Medical Center, Tiverton House and Weyburn Terrace.

BruinCar vehicles may not be parked in:

- Stalls reserved for the disabled
- Metered Stalls
- Designated Pay-By-Space stalls
- “X” [Preferred] Permit stalls before 4:30PM weekdays
- Stalls that are posted as restricted or reserved as an “at all times” spaces for “X” (Preferred) or Designated Blue Permits, e.g. 2 Blue Permit required at all times.
- Stalls reserved for “University Vehicles”
- Loading Zones (unless displaying valid loading zone permit from a Parking kiosk)
- Visitor stalls before 4:30PM weekdays
- Patient stalls before 4:30PM weekdays
- Aisles and areas not specifically marked as parking stalls
- Painted curb areas, **Red** (no parking at any time); **Blue** (medical/disabled); **Green** (limited time) **White** (passenger loading/unloading); **Yellow** (loading/unloading passengers and freight).