

## Know Your Role

### *Vehicle Custodian: Resolving Parking Citations*

University vehicles are sometimes cited for parking violations. Citations that are unresolved, or resolved improperly by using University funds, are a serious issue. Consequences could include vehicle immobilization or impound, exposure to potential audit or investigation, bad press, and endangerment of funding sources as well as the University's exempt registration status. Currently, the University is not subject to annual registration fees and losing our exempt status could cost in excess of \$100,000 per year.

As the Vehicle Custodian, you should guard against these possibilities by ensuring that both you and your drivers know the proper rules and procedures. Please refer to the box to the right.

You should also ensure that [trip logs](#) are utilized for every University vehicle, enabling you to readily assign responsibility if you encounter citations that were not reported to you by drivers.

What if you have no real authority over your drivers? In that case, you should develop a plan to escalate within your department to someone who does. As the Vehicle Custodian, you can recommend appropriate action, up to and including suspending driving privileges.

## Help Us Build It

Fleet is currently designing an electronic citation notification and tracking system, as well as an electronic trip log. We want your help in designing these and other related systems. To join the customer design team, please contact [ejr@berkeley.edu](mailto:ejr@berkeley.edu)

## Parking Citation Resolution Procedures

- Parking citations are the sole responsibility of the driver ([BUS-46](#)).
- Parking citations may **not** be paid from any source of University funds.
- The citation on the windshield is considered the initial notice. Fleet does not receive a copy of the initial notice. Therefore, the driver must provide the Vehicle Custodian with a copy of the citation and indicate how the citation will be resolved.
- The department is responsible for compelling the driver to resolve the citation in a satisfactory and timely manner.
- When a citation is successfully resolved, the driver should notify the Vehicle Custodian, who in turn should verify it [online](#).
- If Fleet receives a second or subsequent notices of the citation, we will forward them to the Vehicle Custodian within one business day of receipt.
- Starting January 1, 2015, Fleet will assess an **administrative fee**, currently \$38, for each full month that a citation remains unresolved after Fleet forwards a second or subsequent notice.
- Ongoing patterns of unresolved citations may be escalated.

## Fleet Contacts

[Welcome, Kenya!](#)

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## Tell Us What You Think

To comment on newsletter content, please email [kenyab@berkeley.edu](mailto:kenyab@berkeley.edu)

In addition, Fleet Services is committed to providing excellent customer service. Please watch for our semi-annual customer service survey or send input to [kristim@berkeley.edu](mailto:kristim@berkeley.edu)