

Online Risk Assessments

Voyager Fuel Card Program

Fleet Services is launching an online tool for assessing departmental use of Voyager Fuel Cards and ensuring compliance with program rules. We will soon be sending notices to those cardholders selected for the next set of reviews. You can best prepare for an assessment by reviewing your fuel card [agreement form](#) and ensuring that you are following the guidance that it contains.

One of the newer provisions of the agreement form is **no card sharing** without an approved exception. If your operation requires multiple card users, please see our [exception process](#).

Unpaid Tolls

Vehicle Rental Program

Unpaid tolls for an Enterprise rental are charged directly to the renter along with a convenience charge. The renter will be contacted for payment. The tolls and convenience charges are reimbursable.

If anyone other than the renter named on the agreement drives the vehicle, some form of trip log should be used. Otherwise it will be assumed that the named renter will be responsible for any incidents (including tolls or parking citations).

Overhead Damage to Box Truck Rentals

Vehicle Rental Program

Damage to a box truck rented from Enterprise that occurs on any portion of the vehicle higher than the cab is not covered by the insurance included with the rental.

Vehicle Disposal

Service Provider

Fleet Services has partnered with Fellow's Auto Repair (formerly Bauer's) to prepare University vehicles for disposal. Please contact Fellow's Auto Repair at 510-841-0475 and request that they prepare the vehicle for sale. They will remove UC markings, perform any required smog test, evaluate the vehicle, and deliver it to Surplus.

Beyond that, your equipment custodian will need to use BETS to complete an EIMR (Equipment Inventory Modification Request), selecting the option **Overstock and Surplus Transfer**.

Vehicles at Personal Residences

Policy Reminder

University vehicles may only be used for University business. A University vehicle may **not** be used for transportation to or from personal residences except in extremely narrow circumstances. For further information, please refer to [Business and Finance Bulletin BUS-46](#).

Fleet Contacts

<http://property.berkeley.edu/fleet-services>

Kenya Broadnax	Fuel, Rental, DMV	3-6262	fleet@berkeley.edu
Eric Robinson	Fleet Administrator	3-5770	fleet@berkeley.edu
Kristi Mares	Manager	2-5374	kristim@berkeley.edu

Tell Us What You Think

To comment on newsletter content, please email fleet@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 Kristi Mares kristim@berkeley.edu