

# Fleet Services

## Vehicle Pickup/Return

### Vehicle Pick-up

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Daily rentals can be picked up in the Vehicle Rental Office at Fleet Services during business hours. [Reservations](#) are recommended.

Customers picking up vehicles must present a valid driver's license and be 18 years of age or older to drive a University vehicle (in situations where the rental vehicle is supplied by an outside rental agency, the driver must be at least 21). Only UCD employees and students are authorized to operate University vehicles. In addition, drivers must present either a [Fleet Card](#) or a Vehicle Rental Request Form ([DOC](#)) ([PDF](#)) on department letterhead. Fleet cards are suggested for customers who frequently rent from Fleet Services.

The Vehicle Rental Request Form must include: the name of the person picking up the vehicle, type of vehicle, rental dates, destination, a valid DaFIS account number, and your department manager's signature. See Vehicle Rental Request Form ([DOC](#)) ([PDF](#)). The Vehicle Rental Request Form can be faxed to the Vehicle Rental Office at (530) 530-754-9400 or presented by the driver at the time of vehicle pick-up. If you choose to fax the Vehicle Rental Request Form, the Vehicle Rental Office suggests that the driver bring a copy of the form as well.

### Vehicle Return

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Vehicles returned during business hours are returned at the fuel pumps just south of the Vehicle Rental Office. Leave the keys in the vehicle and the Attendant will check in the vehicle. Vehicles returned after business hours are to be parked in Lot #49, (Fleet Services lot) locked, and the keys put in the after hours Drop Box. Please list any comments or vehicle problems on the customer survey card found in the vehicle. If you determine you would like to return the rental vehicle at a later time or date than requested at check-out, please call the Vehicle Rental Office at (530) 530-752-0787 to request an extension on your rental.