

# Fleet Services

## Vehicle Reservations

### Reservations

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Reservations are strongly recommended as vehicle availability is limited. Reservations can be made up to 8 months in advance by calling the Vehicle Rental Office at 530-752-0787 during business hours or email e-mail not available (is JavaScript disabled?). Prepare to have the following information; vehicle type, rental dates, name of person picking up vehicle, destination, department phone number, and form of authorization (i.e. Rental Vehicle Request Form [\(PDF\)](#) or Fleet Dispatch Card [\(DOC\)](#) [\(PDF\)](#) .

Please note that faxing a Rental Vehicle Request Form [\(PDF\)](#) in lieu of calling for a reservation does not guarantee a reservation. Please call 530-752-0787 for a reservation before faxing.

Rentals are generally for one day or 24 hours from the time of pickup to the time of return.

### Check Availability

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Please call 530-752-0787.

### Cancellations

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Reservations must be cancelled 24 hours in advance of the reserved pick up time and date. Failure to cancel the reservation will result in a charge for one days rental. To avoid this charge, please cancel at least 24 hours in advance so that the vehicle can be made available to other customers. Reservations may be cancelled by calling 530-752-0787 or email e-mail not available (is JavaScript disabled?).

### Customer Requirements

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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.

### Account Information-Authorization

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Drivers must present either a Fleet Dispatch Card [\(DOC\)](#) [\(PDF\)](#) or a Rental Vehicle Request Form [\(PDF\)](#) .

### Fleet Cards

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Fleet Cards are available to customers who frequently rent from Fleet Services. For information on fleet cards or to order, see [Other Services](#).

### Vehicle Rental Request Form

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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 Rental Vehicle Request Form [\(PDF\)](#) . The Vehicle Rental Request Form can be faxed to the Vehicle Rental Office at 530-754-9400, email e-mail not available (is JavaScript disabled?) or presented by the driver at the time of vehicle pick-up. If you choose to fax or email the Vehicle Rental Request Form, the Vehicle Rental Office suggests that the driver bring a copy of the form as well.

### Account Number

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A DaFis account number will be required to secure reservations effective June 1, 2008. No-shows will be charged a fee equal to one day rental unless cancelled 24 hours prior to pick-up.

### Vehicle Types

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Fleet Services offers several different models of vehicles in various classes (i.e. sedans, trucks, vans, etc.) that are available on a first-come, first serve basis. Please see our [Rental Vehicles Rates](#) page for the models that are available.

## Long Term Rental

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If you are interested in reserving a vehicle for two consecutive months or longer, please complete an Assigned Vehicle Request Form Assigned Vehicle Request Form ([XLS](#)) ([PDF](#)) and send your request through campus mail to Fleet Services or fax it to 530-754-9400 or email e-mail not available (is JavaScript disabled?). Please see our [Assigned Vehicles Rates](#) page for the models that are available.