

# Fleet Services

## Forms

### Accident Report Form

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This form ([PDF](#)) is required to document and report damage to university vehicles and/or incidents involving a university vehicle.

Need Assistance? If you would like help with reporting an accident, call (530) 530-752-7167 or send an email to e-mail not available (is JavaScript disabled?).

### Proof of Insurance

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You may download a [Proof of Insurance \(PDF\)](#)

Need Assistance? If you would like help with our Proof of Insurance, call (530) 530-752-7167 or send an email to e-mail not available (is JavaScript disabled?).

### Employer Pull Notice Forms

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The [Pull Notice Forms](#) page contains information (and forms) on the California Department of Motor Vehicles Employer Pull Notice System.

### Fleet Dispatch Card Order Form

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The [Fleet Dispatch Card](#) is used to request a card to speed vehicle rental processing.

Need Assistance? If you would like help understanding vehicle rental processing, call (530) 530-752-0787 or send an email to e-mail not available (is JavaScript disabled?).

### Licensing and Registration Forms

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These Excel ([XLS](#)) forms (all in the same work book) are used to gather required registration information for:

- Boats, vessels
- Carts, utility vehicles
- Trailers
- Vehicles

Need Assistance? If you would like help registering a vehicle (boat, trailer, car, truck, etc.), call (530) 530-752-7171 or send an email to e-mail not available (is JavaScript disabled?).

### Out of State Vehicle Use Form

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Use this form ([PDF](#)) to request authorization to take a University vehicle out of state.

Need Assistance? If you would like help understanding the legal issues/restrictions of driving a University vehicle outside the State of California, call (530) 530-752-0787 or send an email to e-mail not available (is JavaScript disabled?).

### Reimbursement Request Form

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Use this Reimbursement Request Form ([DOC](#)) ([PDF](#)) to reimburse out of pocket expenses for university vehicles.

Need Assistance? If you would like help getting reimbursed for transportation expenses, call (530) 530-752-7167 or send an email to e-mail not available (is JavaScript disabled?).

## UCDrive Forms

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- [Sign-up](#) for UCDrive. Note that it will take 24 hours to setup your account.

Need Assistance? If you would like help signing up for the UCDrive program, call (530) 530-752-0787 or send an email to e-mail not available (is JavaScript disabled?).

## Vehicle Request Forms

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- Rental Vehicle Request Form ([PDF](#)) : Use this form to request a daily rental vehicle
- [Assigned Vehicle Request Form](#): Use this form to request a short or long term assigned (leased) vehicle from Fleet Services

Need Assistance? If you would like help obtaining a vehicle from Fleet Services, call (530) 530-752-0787 or send an email to e-mail not available (is JavaScript disabled?).