What is UC Drive
http://www.fleet.ucdavis.edu/ucdrive

UC Drive is a pool vehicle service for campus customers featuring

- Vehicle rentals by the hour instead of by the day (1 hour minimum)
- Vehicle pick up and return 24/7
- Online reservations
- Greater convenience- UC Drive has multiple locations on campus

How can UC Drive benefit you and your department?

- Customers are charged only for time reserved and not for a whole day
- Reduces monthly vehicle costs by replacing use of monthly assigned vehicles
- Replaces costly driver reimbursement for use of personal vehicle
- Eliminates effort to process and track travel reimbursements for personal vehicle use
- Allows sharing of vehicle use and costs with other departments
- Multiple types of vehicles available- sedan, van, SUV, pickup etc.
- Using the UC Drive car for UCD business means you don’t need to bring your car to campus

Included in UC Drive rates

- Fuel
- Insurance
- Parking
- Roadside assistance
To Sign up for an account please visit https://fleet.invers.com/ucd/

And click on UC Drive Sign-Up Form
Making a Reservation

Visit the Fleet Services On-Line Reservation System at:

https://fleet.invers.com/ucd/

• Sign in with your Email Address and Password

For assistance contact Fleet Services Dispatch Office at 530-752-0787
Welcome to UC Drive Car Share Reservation System

Should you have questions or need assistance registering or with reservations, please contact us - ucdrive@ad3.ucdavis.edu or 530-752-0787.

Login

User Name (email address)

Password

Login

Forgot password?

UC Drive Sign-Up Form

UC Drive User Guide

KeyManager Training Video

What is UC Drive?

Fleet Services Home Page

Login:
Sign in with your email address and Password
(use forgot password if you don’t know your password)
Welcome to UC Drive
Car Share Reservation System

Should you have questions or need assistance registering or with reservations, please contact us -
ucdrive@ad3.ucdavis.edu or 530-752-0787.

To make a reservation select
New Reservation

To change your password select
My Account

UC Drive Sign-Up Form
UC Drive User Guide
KeyManager Training Video
What is UC Drive?
Fleet Services Home Page
For A New Reservation Select –

1. Category
2. Location
3. Date and time vehicle is needed
4. Reserve
Confirm Trip Information –

1. Enter DaFis account if different from default account
2. Select Ride-Sharing if applicable
3. Enter destination & reason for rental
4. Confirm that you possess a valid driver’s license
4. Confirm Reservation
PLEASE NOTE –

You must have your **Key Manager Access Code** to pick up the keys from the key manager. (This does not apply if you have a Smart Key)
Changing/Canceling a Reservation

Reservations

Reservation Owner
Kendrick Casey (ckendrick@ucdavis.edu)

Starting From
9/20/2016 12:00 AM

Also show cancelled reservations

All Reservations

<table>
<thead>
<tr>
<th>#</th>
<th>City</th>
<th>Location</th>
<th>Vehicle</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>201033</td>
<td>Davis, CA</td>
<td>Fleet Services Lot #49</td>
<td>CNG Sedan</td>
<td>9/21/2016 9:00 AM</td>
<td>9/21/2016 10:00 AM</td>
</tr>
</tbody>
</table>

First select reservation to be changed, then you can make changes to the specific reservation.

New reservation from this
Home
My Reservations
Change Reservation
Cancel Reservation
History
Enter Note

Reservation 201033
Reservation Start
9/21/2016 9:00 AM
Reservation End
9/21/2016 10:00 AM
Customer
Kendrick Casey (ckendrick@ucdavis.edu)

Key Manager Access Code
C57714

Reservation Information
Item's category
CNG Sedan
Reservation info
Class reservation. The vehicle will be chosen shortly before reservation starts.

Location Information
Location
Fleet Services Lot #49 (Davis, CA)
Remarks
Next to Dispatch Office
Want to share a ride?

1. Click “Ride-Sharing” Tab to view other users willing to share a ride.
2. Select available rides, or search by specific dates
3. Contact the user to secure a ride
When clicking on a contact an automatic email will be generated.

Send email ...

Hello Casey Kendrick

Would it be convenient to share a ride with you to sac on 09-23-2016 03:00

You have reserved:
Location............Davis, CA, Fleet Services Lot #49
Vehicle............
Destination........sac
From...............09-23-2016 03:00
Until..............09-23-2016 16:00

Please confirm via email.............earzale@ucdavis.edu

Thank you,
Erendida Arzate
Your department may purchase a Smart Key which attaches to your key ring for $10.

With the Smart key; you NO longer need your access code. Just hold your smart key to the sensor and enter your PIN.
Key Manager Locations

- Lot #49 - Fleet Services
  - Next to the Dispatch Office at Fleet Services
Key Manager Locations

- North side of Facilities Services – From California Ave. - These vehicles are located at the West side of the building.
Key Manager Locations

- **North Parking Structure - From Howard Way.** - These vehicles are located at the Southwest side of the parking structure, level 1.
Picking up a Vehicle

YOU MUST HAVE YOUR KEY MANAGER ACCESS CODE OR SMART KEY TO PICKUP THE KEYS FROM THE KEY MANAGER

- Accessing the Key
  - Enter your key manager access code or use your Smart Key.
  - Pull the handle.
  - The reserved key is marked by a GREEN LIGHT. **Caution: Use only the specified key!** The other keys cannot start the vehicle.
  - Perform a walk around of the vehicle to check for damages. To report damage, return the vehicle to the Fleet Services Dispatch Office immediately. If you notice scratches/dings please report it on the notes section of your reservation. Notify Fleet as soon as possible by phone at 530-752-0787.
Returning a Vehicle

• Please return vehicles on time to avoid late return charges. If running late please call Fleet Services (530) 752-0787 to extend the reservation.
• Return the vehicle to the designated parking spaces for UC Drive vehicles.
• Make sure you have all your belongings before exiting the vehicle.
• Close all doors and **LOCK** the car. Double check that the doors are closed.
• Return your vehicle keys back to the key manager by placing the black Wikey up to the sensor.
• Open the key manager and insert the silver button on the data key tag in any of the free slots.
Lost and Found

- **Found item**
  - Place found item in the trunk of the vehicle.
  - Call Fleet Services at 530-752-0787.

- **Lost item**
  - If the reservation period has ended and the vehicle has been returned, the user may call Fleet Services to request access to the vehicle.
  - If the reservation period has ended and the vehicle is out on another rental, call Fleet Services to coordinate a time to access the vehicle.
Fueling The Car

- UC Drive customers must return the vehicle with at least one quarter of a tank.
- Customers are required to fuel at Fleet Services when refueling within a 5 mile radius from campus.
- If you are away from campus, a Voyager Fleet fuel card is provided with each key which may be used at most major retail fueling stations. (Except ARCO)
Hourly Rates

Please visit [http://fleet.ucdavis.edu/dispatch/ucdrive](http://fleet.ucdavis.edu/dispatch/ucdrive)

For hourly UC Drive vehicle and mileage rates
Late Returns

Late returns can heavily impact other UC Drive customers

• If you do not return a vehicle on time the system will automatically extend your reservation if the vehicle is available for use and send another email of the extended reservation.

• If you know you are running late please call Fleet Services to extend your reservation for you.
Billing

- All UC Drive rentals will be charged to a DaFis account. When making a reservation on-line you must enter the correct account to be charged for the rental (if different from your default account) before confirming your reservation. Only one account number can be used per rental.

- Hourly costs include fuel and insurance. A mileage charge will apply.

- Rentals are charged in one hour increments.

- If a reservation is not cancelled prior to the reservation start time, departments are charged for the total reservation.

- If you need to extend your reservation after it has started, call 752-0787 and we will extend it for you.
Resources

- UC Drive:
  http://fleet.ucdavis.edu/Dispatch/ucdrive

Fleet Services:
- https://fleet.ucdavis.edu
- Erendida Arzate 752-0787
  earzate@ucdavis.edu
- Casey Kendrick 752-5023
  ckendrick@ucdavis.edu
- David Franklin 752-8229
  dffranklin@ucdavis.edu

Thank you for joining UC Drive!