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## UCSD Vehicles-Driver Responsibilities 2.1

September 2005

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Department of Music's Leased truck may be available to faculty & students for authorized business or instructional purpose only. Users must completely fill out a Truck Reservation form indicating the course number/activity for which the van will be used. The online form is available at [http://musicintranet.ucsd.edu/request.php?form=Truck\\_Reservation](http://musicintranet.ucsd.edu/request.php?form=Truck_Reservation). If the use of the truck includes driving the truck off the UCSD main campus, then a Request for Funding Form must be included with the Truck Reservation Form. The hard-copy form is available to download at <http://musicintranet.ucsd.edu/#forms>. The Request for Funding Form must be signed by a Faculty Sponsor before submitted to the Department of Music MSO or Production Manager for final authorization. The operator is responsible for the safe and legal operation of the Motor Vehicle. The Department of Music recommends to *not* use Cell Phones when driving. Check the vehicle before operation for any damages and report them to the Production Coordinator.

*UCSD Vehicles may be used for authorized business: by UCSD Personnel only.*

In the event of an accident in a UCSD vehicle:

- A. Do not admit or accuse fault.
- B. After an accident, at the scene, fill out the UCSD Auto Accident Procedure Report in the glove compartment, get two witnesses if possible, and contact the Production Coordinator (858.534.2769) so he/she may call Risk Management and Fleet Services within 24 hours.
- C. If the accident happens on campus, call the UCSD Police to have them come out and prepare a report before all parties leave the scene.

The DMV will receive notification of an accident if the damage is over \$750, which may increase your personal auto insurance premiums and/or jeopardize coverage with your personal auto insurance company.

For a liability accident, the Music Department budget will be charged a \$500 deductible and 20% of the claim cost per accident plus the yearly premium will include a surcharge for the next three years. A deductible of \$200 or \$500 will also need to be paid by the Music Department if there is damage to the UCSD vehicle. Gross negligence will be a higher cost and be determined per accident.

If the accident results in a lawsuit, you may be named as a defendant, deposed, and have to testify in court.

The Vice Chancellor of Business Affairs has set up a Vehicle Accident Review Board that you and the Production Coordinator may be called in to a meeting for at Risk Management to discuss an accident.

**I have read and agree to the UCSD Vehicles-Driver's Responsibilities:**

Print Name:

Signature:

Date:

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