



Department of Music Truck Reservation

Department of Music, 0326
University of California, San Diego
9500 Gilman Drive, La Jolla, CA 92093-0326
Telephone: 858/534-3230
Fax: 858/534-8502

Name: _____

Email: _____

Pick-up date: _____ Pick-up time: _____

Course Number / Activity: _____

Request for Funding Form (please circle): required waived

* Required if the van leaves UCSD campus.

Photo copy of Driver's License (please circle): on file attached

(For Office Use, Only)

Log-Out Date: _____ Time: _____

Odometer reading: _____

Staff: _____

Log-In Date: _____ Time: _____

Odometer reading:

Staff: _____



UCSD Vehicles-Driver Responsibilities 2.0 September 2004

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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://music-intranet.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://music-intranet.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 purposes *and* only by UCSD Personnel.

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.