

University of California Santa Cruz
Fleet Services
Lease To Purchase/or Own Agreement

This agreement sets forth the lease conditions for UCSC VEHICLE #:

YEAR: MAKE: MODEL:

LICENSE: VIN #:

The above vehicle is being leased to:

DEPARTMENT:

POINT OF CONTACT:

PHONE: EMAIL:

The vehicle shall be leased for a term beginning on _____ and ending on _____. Department will pay Fleet Services, on a recharge basis, the sum of _____ dollars per month. Fuel is recharged directly to the department. Fleet Services reserves the right to adjust fuel rates in order to reflect changes in those costs.

Starting Mileage: _____ Vehicle Condition: _____

Fleet Services takes responsibility to provide high-quality, efficient, cost effective transportation, vehicle maintenance and repair services.

- Fleet Services will provide emergency roadside services in the local area. Fleet will contact an emergency service provider to aid customers located away from campus. Voyager Credit Card Company offers a roadside assistance service, (Fleet Services charges a fee for monthly credit card use).
- Provide vehicle emissions (smog) inspection results to the State Bureau of Automotive Repair.
- Provide vehicle modifications and addition of specialized equipment to meet special operating requirements (with divisional/department written approval). Fleet Services will arrange for repair of equipment as well as transportation to the vendor as requested.
- Fleet Services reserves the right to withdraw the vehicle from assignment for misuse, abuse, or for concerns over equipment affecting life safety.
- Coordinate with Risk Management to provide both Physical Damage and Liability Insurance for the vehicle.
- Upon request from a division/department, a Voyager fuel credit card will be issued to the department for use at off-campus fueling stations. Voyager credit cards are assigned for use with the specific vehicle rented or leased. Fleet Services charges a monthly use fee for this credit card service.

Division/department responsibilities:

- If for any reason the department wishes to return the equipment to Fleet Services before the term of this agreement is over, the department will be informed of the value that is left for full depreciation. Fleet Services will work to find another department to purchase the vehicle, upon written request. The department will be responsible for monthly lease-to-own payments and all other vehicle fees, as established by the Direct Costing Committee, until a new lessee can be found. If there are no other departments that want the vehicle, the division/department will be notified that they need to take the vehicle to surplus. If the vehicle is not fully depreciated at such time, the division/department will have to pay Fleet Services the remainder of the depreciation cost. Upon sale of the vehicle by surplus the division/department will receive their portion of the sale price of the vehicle.
- The department is responsible for all lease-to-own payments for the duration of the lease-to-own term described above. If for any reason, the department is unable to meet this financial obligation, Fleet Services reserves the right to:
 - Place a lien against the department's University accounts to recover the full undepreciated balance of this loan.

- Take immediate possession of the vehicle and sell said vehicle through the surplus process or to another department on campus. The department will be responsible for any difference in the sale price of the vehicle and the undepreciated balance of the loan, including any fees or portion of the sale price charged to Fleet Services by Receiving Services, also known as Surplus. While the vehicle is pending sale, the department will still be responsible for monthly lease-to-own payments and all other vehicle fees, as determined by the Direct Costing Committee.
- Charge all repairs required to bring the vehicle to a condition requisite to selling the vehicle for a price equal to the undepreciated balance of the original loan.
- Drivers shall bring vehicle in (by appointment) for inspection, service, and repair's as scheduled by the Fleet Coordinator (in the business office). Emergency repairs are to be handled by Fleet Services, as priorities are determined. All repairs are the financial responsibility of the department, much the same as a vehicle leased through an outside vendor or dealership.
- Departments are responsible for calling Sedgwick at 1-800-416-4029, Option 1, to report any accident or body damage within 24 hours or one working day after accident.
- Division/department shall not permit the vehicle to be used except for lawful purposes by qualified, responsible and appropriately licensed drivers and according to University of California Santa Cruz Business and Finance Bulletin BUS-46. The vehicle shall not be loaded, used, operated or stored negligently, or operated in any manner inconsistent with the policies of the University of California and/or the State of California Vehicle Code. Only those vehicles deemed off road vehicles can be used for this purpose all others must use paved or graded roads.
- Drivers are responsible for all citations.
- Division/department shall obtain written permission from Fleet Services before installing any equipment needed to meet special operating requirements or special vehicle markings. Department agrees to pay all costs for installation and removal of non-standard equipment and markings needed to meet special operating requirements. Department agrees to bring the vehicle to Fleet Services for all scheduled maintenance inspections and unscheduled repairs.
- Division/department is responsible for security of the vehicle and key control.
- Driver is responsible for cost of key replacement if lost, misplaced or damaged.
- Driver shall immediately report maintenance problems or operational irregularities to Fleet Services.
- Drivers are responsible for regular inspections that include, but are not be limited to:

Body or glass damage	Fluid leaking from vehicles
Gauges and warning Lights	Horn
Lights	Tires (Condition and Pressure)
Windshield Wipers	Fluid Levels

Fleet Services Manager (or Agent)

Authorized Department Person (or Agent)
