

New accident reporting procedures

University of Washington Fleet Services has teamed up with CEI to manage accident reporting for Fleet Services vehicles. The CEI accident report form replaces the current SF 137 accident report.

The new accident reports will be located in the glove box of all University vehicles. If you have an old SF 137 version accident report, visit the Fleet Services Rental Office or Shop to get a copy of the new CEI accident report. The new accident reports will be available after the first of the year.

In case of a collision or accident:

- Stop immediately.
- Take required precautions to prevent further collisions/accidents.
- Provide the other parties involved in the accident the UW Liability Insurance ID Card located in the glove box.
- If there is an injury call 911 and

CEI at 1-877-443-5777.

- Contact CEI at 1-877-443-5777 to report an incident. Identify yourself as a University of Washington employee.
- Fill out CEI accident report. Have your supervisor sign report and forward report to Fleet Services within 24 hours of incident.
- If necessary, CEI will tow the vehicle back to Fleet Services or a different repair shop if the vehicle is outside of the Seattle area.
- If necessary, CEI will provide a rental vehicle if the driver is away from the University of Washington campus or the accident takes place after Fleet Services office hours.

In case of minor damage, or if no other vehicles are involved:

- Contact CEI to report incident at



Know what to do in an accident

- 1-877-443-5777. Identify yourself as a University of Washington Employee.
- Fill out a CEI accident report. Have your supervisor sign report and forward it to Fleet Services within 24 hours of incident.
- Bring the vehicle to Fleet Services for a damage assessment.

For more information about accidents or the accident reporting process please visit www.uwfleet.com.

New fuel credit cards

Fleet Services is implementing new fuel credit cards starting January 2009. The new Comdata fuel credit cards replace the existing Voyager fleet cards and are



The new fuel purchasing credit cards

included with all daily, UCAR, and if requested, department assigned vehicles and department-owned vehicles.

If you have an assigned Fleet Services vehicle with a Voyager card visit the Fleet Services Service Office, located at 4549 25th Ave NW, Seattle, WA 98105 by Jan 25, 2009 to replace your Voyager card. For questions regarding this process please contact Eric Linscott at 206-616-6698 or email vwgangst@u.washington.edu for

more information.

The procedures for using the fuel credit cards remain the same. However, new cards can now be used at any gas station that accepts Mastercard. All policies for use of the fuel credit card remain the same.

For more information visit http://www.washington.edu/facilities/transportation/fleetservices/vehicle_policy/fuel.php

Super winter driving tips

With winter upon us, take extra caution when getting behind the wheel. Here are a few winter driving tips:

- Reduce winter driving stress by leaving earlier and giving yourself more time.
- Reduce risk of skidding by looking ahead and slowing for turns and stops.
- A.B.S. brakes reduce tire skid when braking, but on ice, snow, gravel, soft surfaces, etc., braking distances can be longer than with conventional brakes.
- Allow 3–5 times the normal distance to come to a full stop on snow or ice.
- Stay out of puddles, they can hide potholes and flood your brakes.
- If your brakes become flooded, dry them by driving with the brake pedal down until they start working again.
- If spray from an oncoming vehicle blinds you, grip the wheel firmly, stay off the brake, and be ready to brake when the view clears.
- On slippery roads (wet or icy) stay below posted speed limits.
- To avoid hydroplaning on wet roads try to drive in the tracks of the car in front of you.
- Avoid braking heavily.
- Watch for icy patches on bridges and in the shade.
- If you skid, take your foot off the gas and turn in the direction you want the car to go, and remember not to use the brake.

UCAR update

UCAR has been a phenomenal success since it opened its first site at E2. In October, UW Bothell received its first UCAR site. The next site will be located in the N22 lot next to the HUB. This site will be available early in the new year. The continued success of the program does rely on you, so please remember the following:

- As this is a car sharing program, we rely on our clients to leave the vehicles clean. Please call us immediately if your UCAR is dirty. All UCARs are on a cleaning schedule. We do not clean vehicles after each use.
- When UCARs are returned, they should have at least 1/4 gallon of gas in the tank. Each UCAR key has a credit card attached for refueling, and if you are on campus you are required to fuel at Fleet Services.
- As a courtesy to clients picking up UCARs in the E2 lot, we provide parking permits for personal vehicles. Hang tag parking permits can be found in the glove box of the vehicle. The permits may be used to park personal vehicles in the 200-280 stalls of the E2 parking lot for the duration rental. The interior stalls 100-150 of the E2 parking lot are for paid permit holders. Return the vehicle permit to the glove box when you return the UCAR.
- To access the SLU parking garage and UW Tower garage after hours, SLU garage cards are provided in all the UCARs and UW Tower garage cards for vehicle parked in the UW Tower parking garage. Access cards are located on the dashboard of the vehicles. Do not remove these cards from the vehicle.

Rates and billing information

Earlier this year, Fleet Services created an on-line calculator to make it easier for departments to calculate how much a rental will cost.

A way to cut Fleet Services rental costs is to make sure the vehicle is actually used for the entire amount of time booked. Rental charges are assessed by booked reservation request start and end times.

Contact Fleet Services to report a vehicle returned early to reduce booked reservation charges. Fleet Services will end the reservation at the time reported. Rental charges will not be assessed for reservation cancellations made before the start of a reservation. Customers will be charged in full for no-show rentals.



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FLEET SERVICES
a Transportation Services Program