

How do I reserve a vehicle?

Vehicles may be reserved by completing the [fleet vehicle rental request form](#) online.

What is the process for checking out a vehicle?

- If you are a student, you must complete the [student authorization form](#) and bring it with you at the time of the reservation.
- Faculty and staff are covered under the university's vehicle insurance, so no authorization form is required.
- Arrive 10 minutes before your reservation time to allow enough time to complete a vehicle inspection form.

How do I reserve a cart?

Carts may be reserved by faculty and staff by contacting the TAPS Help Desk at 209-228-8277 or by sending an email request to taps@ucmerced.edu. More information available on TAPS [Cart Rentals](#) page.

Please provide the following information at the time of request:

- Pick up date and time
- Drop off date and time
- Purpose of trip
- Name(s) of driver(s)

Where do I pick the cart up?

At the TAPS office. Office hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday. The office is **closed** from 12:00-1:00 for lunch.

What responsibilities do I have as the driver?

The Fleet Usage Policy outlines your responsibilities and must be signed at the time of any fleet vehicle reservation.

Are fueling services available?

A Voyager card is provided for all fleet vehicle reservations. Instructions on how to use the card is located in the vehicle handbook and on the TAPS website under [Fleet, Reference, Misc., Voyager Card Services/Locations](#).

What do I do if I have an accident or if the vehicle sustains damage?

Procedures may be found on the TAPS website under [Incident/Accident Procedures](#).

How can I find out about CatTracks schedules?

[CatTracks schedules](#) can be found on the TAPS website. If you have questions about routes, please contact the TAPS Help Desk at 209-228-8277, VIA at 209-384-1315 or toll-free, 800-842-5463.

How do I get a parking pass?

Faculty, staff and student parking permits may be purchased online through [ePay](#) or at the TAPS office. Current rates are located on the TAPS website in the [Parking Permit](#) section.

How do I respond to a parking ticket?

You can either submit a [citation payment or appeal](#) online or in person at the TAPS office.

Other Questions

Contact TAPS directly at 209-228-8277 (CAT-TAPS).