Vehicle Use Policy

Revision #:  
Effective Date:  

Purpose:  
Provide guidelines to faculty, staff and students on the College requirements for the use of college owned fleet vehicles, the use of personal vehicles and the renting of vehicles from an outside agency for college-related trips.

Acceptable Use:  
- The use of state vehicles is restricted to official state business activities involving the direct duties of the state employee.
- Drivers must adhere to all traffic laws and operate the vehicle in a safe manner.
- Driver assumes all responsibility for any and all fines or traffic violations associated with his/her use of the state vehicle.
- Do not drive under the influence of drugs or alcohol.
- Smoking in state vehicles is prohibited.
- Vehicles may not carry more passengers than the vehicle is designed to carry.
- Remove keys and lock all doors from unattended vehicles.
- Use of cellular phones without hands-free cellular adapter is prohibited.
- Always use seat belts and require all occupants to do likewise in accordance with State laws.
- Do not permit unauthorized individuals to drive vehicles.
- Vehicles must be returned clean and free of debris and garbage. Failure to comply may result in cleaning charges being levied to the department or organization assigned to the vehicle.
- Personal belongings left in vehicle will be turned over to University Police. The College is not responsible for loss or damage to personal property left in vehicles.
- Non-compliance with this policy will result in the loss of College driving privileges.
- Members of the College community should remember that their behavior reflects upon the College. Travelers in state vehicles are expected to exercise responsible, adult judgment regarding their conduct.
Student Authorization Process:

Use of Rental or Personal Vehicles:
1. **For Rental or Personal Vehicles** the College requires that every student driver submits a **Student Authorization Form** and a copy of their driver’s license to the Student Government Association (SGA) Office, 2nd floor of the Barrington Student Union. This form includes a passenger list. **Important Note: Student Drivers are responsible for ensuring a passenger list is up-to-date and on file with SGA.**

2. SGA Staff will review the form and verify the Driver’s License is valid through the New York State Department of Motor Vehicles LENS Program.

3. Once approved by SGA and LENS, authorization will be received through SGA.

4. SGA Staff will return a copy of the form to the Student Requesting and Requestors Department Head/Advisor if applicable. **Important Note: The College prohibits the renting of 15 passenger vans unless they are contracted with a “for hire” business that provides a properly licensed and trained driver with the vehicle.**

5. **Important note:** Please review **Insurance Coverage Scenarios** to insure you are aware of your personal insurance liability.

Use of Fleet Vehicles:
1. **For Fleet Vehicles** the College requires that every student driver submits a **Vehicle Request/Authorization form** for each trip. This form requires the approval from the Department Head/Advisor, Dean of Students officer or designee and SGA (if applicable).

2. Forms must be approved at least two weeks prior to the trip. This should also include a passenger list that must be current.

3. A Vice President or designee must approve all out-of-state travel (Direct travel through New Jersey and Connecticut en-route between upstate and down state is not considered out-of-state travel).

4. Once the Vehicle Request/Authorization form is approved by the Dean of Students, it must be sent to the Office of Physical Plant, along with a current copy of the student’s driver’s license prior to scheduled travel.

5. Physical Plant will verify your License is valid through the New York State Department of Motor Vehicles License Event Notification Service (LENS) Program.

6. Once approved, you will be able to schedule a fleet vehicle through the Office of Physical Plant. **Important Note:** **Students must be at least 20 years of age in order to drive 12 Passenger Fleet Vans**. It is required that a SUNY Potsdam employee be the driver or at a minimum a passenger of the van, or within the caravan. If a driver operates a 12 Passenger van more than thirty (30) days each calendar year, then the driver must have a valid class CDL C driver’s license with a P endorsement and must comply with the physical examination and certification requirements provided in 15 NYCRR Part 6, Department of Motor Vehicles Commissioner’s Regulations.

7. Physical Plant Staff will send a confirmation email to the contacts listed on the Vehicle Request/Authorization.

8. Vehicles will **only** be issued with a completed **Vehicle Request/Authorization form**.

9. You will be notified via the email confirmation when the keys are available for pick-up. Keys for vehicles can be picked Monday through Friday between the hours of 8:00 am and 4:00 pm at the Office of Physical Plant, Raymond Hall Room 518. Vehicle keys are not available for pick-up after 4:00 pm or on Weekends or Holidays. Keys, credit card and gas receipts must be returned in the completed, signed key envelope immediately upon completion of travel. Envelopes and keys should be placed in the key drop box located at the Service Center entrance. If a traveler is unable to return the vehicle at the scheduled time, notification must be provided to the Office of Physical Plant (267-2135). If notification is not received, the driver may have driving privileges revoked. If keys are not returned in a timely fashion, driving privileges may be revoked.
10. **Important note:** Please review Insurance Coverage Scenarios to insure you are aware of your personal insurance liability.

11. The towing of small utility or boat trailers by College fleet passenger vans will require the review and approval of the Assistant VP for Facilities & Planning. Only faculty/staff will be approved for trailer towing, on a limited basis, following the proper training of handling and safety of trailer towing.

**Faculty and Staff Authorization Process:**

**Use of Rental or Personal Vehicles:**

1. **For Rental or Personal Vehicles** the College requires that all faculty and staff have received approval on their Travel Requisition. A Vehicle Request/Authorization form is not required.

2. Faculty and Staff are responsible for maintaining a passenger list which is to be kept on file with their Supervisor prior to the start of the trip.

3. **Important Note:** The College prohibits the renting of 15 passenger vans unless they are contracted with a “for hire” business that provides a properly licensed and trained driver with the vehicle.

4. **Important note:** Please review Insurance Coverage Scenarios (Attachment III) to insure you are aware of your personal insurance liability.

**Use of Fleet Vehicles:**

1. **For Fleet Vehicles** the College requires that all faculty and staff fill out a Vehicle Request/Authorization form for each trip. This form requires the approval from your Department Head. **Note:** A Vice President must approve all out-of-state travel prior to the scheduled trip. Direct travel through New Jersey and Connecticut en-route between upstate and downstate is not considered out-of-state travel.

2. Once the Vehicle Request/Authorization form is approved it must be sent to Office of Physical Plant, Raymond Hall 518 along with a current copy of the faculty/staff driver’s license, and passenger list, prior to scheduled travel.

3. Physical Plant will verify your License is valid through the New York State Department of Motor Vehicles License Event Notification Service (LENS) Program. If a driver operates a 12 Passenger van more than thirty (30) days each calendar year. The driver must have a valid class CDL C driver’s license with a P endorsement and must comply with the physical examination and certification requirements provided in 15 NYCRR Part 6, Department of Motor Vehicles Commissioner’s Regulations. **Allow time in your planning for LENS verification.** If verification is not received by the time the trip is scheduled, then that driver will not be allowed to operate the vehicle.

4. Once your license has been verified you will be able to schedule a fleet vehicle through the Office of Physical Plant.

5. You will be notified via the email confirmation when the keys are available for pick-up. Keys for vehicles can be picked Monday through Friday between the hours of 8:00 am and 4:00 pm at the Office of Physical Plant, Raymond Hall Room 518. Vehicle keys are not available for pick-up after 4:00 pm or on Weekends or Holidays. Keys, credit card and gas receipts must be returned in the completed, signed key envelope immediately upon completion of travel. Envelopes and keys should be placed in the key drop box located at the Service Center entrance. If a traveler is unable to return the vehicle at the scheduled time, notification must be provided to the Office of Physical Plant (267-2135). If notification is not received, the driver may have driving privileges revoked. If keys are not returned in a timely fashion, driving privileges may be revoked.

5. **Note:** Please review Insurance Coverage Scenarios to insure you are aware of your personal insurance liability.

6. The towing of small utility or boat trailers by College fleet passenger vans will require the review and approval of the Assistant VP for Facilities & Planning. Only faculty/staff will be approved for trailer towing, on a limited basis, following the proper training of handling and safety of trailer towing.
**In Case of an Accident:**

In the event you are involved in an accident while operating a State Vehicle:

- **Remain calm**
- **Contact the Police (local, county or state)**
- If another vehicle is involved, obtain the following information from the operator:
  - Drivers and owners name and complete address.
  - Driver’s license number.
  - Vehicle license number.
  - Insurance company name and policy number.

As soon as possible after the accident you should contact the Office of Physical Plant during normal work hours, Monday-Friday, at (315) 267-2135. Be prepared to supply them with the facts surrounding the accident so that a reasonable assessment of damage can be made and proper direction can be given to you by a rep. from that office.

**Important Note:** You must complete a **MV104 Report of Motor Vehicle Accident** form and return it to the University Police as soon as possible. A copy of this is located in the blue folder in the dash of each Fleet Vehicle.