

USE OF STATE OWNED AND STATE LEASED/RENTED VEHICLES

POLICY #: 010

I. REASON FOR POLICY

It is acknowledged that the safety of our students, faculty and staff is of primary concern to the State University of New York and of the State University of New York at Fredonia (Fredonia). Where state owned/leased/rented vehicles are used as transportation for a variety of purposes including but not limited to academic field trips, residence life programming, athletic competitions, performance of essential job function, attendance at conferences, and community service opportunities; the State University of New York has instituted [Policy 5601, Passenger Vans](#) to improve vehicle safety. This policy is expanded to include all New York State (NYS) owned/leased/rented vehicles at Fredonia. Drivers may be denied the use of any NYS owned/leased/rented vehicle based on the criteria outlined in this policy.

II. POLICY STATEMENT

It is the policy of Fredonia that all Fredonia students, faculty and staff required to or responsible for driving NYS owned/leased/rented vehicles, follow the policy set forth below.

Drivers submitting requests to use campus vehicles must meet the following criteria:

1. Drivers must be at least 18 years of age and have a valid United States driver license.
2. Drivers must agree to participate in the NYS Department of Motor Vehicle License Event Notification Service (LENS) program ([Appendix A](#)) agree to the terms and conditions outlined in the Fredonia License Event Notification System (LENS) Policy and sign a [LENS Release Form](#).
3. Drivers who hold a valid non-NYS or International Driver license agree to annually provide Fredonia HR with written documentation that they may lawfully operate a NYS owned/leased/rented vehicle.
4. Drivers must have the proper class of driver license to operate any campus vehicle.
5. Drivers must sign a certifying statement that he or she does not have a physical or medical condition that would impair his or her ability to operate a vehicle when necessary.
6. Drivers must agree to abide by all appropriate laws (including but not limited to Vehicle & Traffic Laws and Penal Laws pertinent to the state they are driving in as well as the Department of Transportation Laws).
7. Drivers must ensure that possession and/or use of alcohol is not permitted in the NYS owned/leased/rented vehicle.
8. Drivers must ensure that smoking tobacco or non-tobacco cigarettes is not permitted in the NYS owned/leased/rented vehicle.
9. Drivers must ensure that possession and/or use of illegal or other intoxicating drugs is not permitted in the NYS owned/leased/rented vehicle.

10. Drivers must refrain from the use of cellular phones or other portable devices without a hands-free adapter.
11. Drivers must ensure that the number of passengers in the vehicle does not exceed capacity of vehicle.
12. Drivers must ensure that all passengers wear their seatbelts at all times.
13. Drivers must ensure that the amount of time spent driving the vehicle is not excessive.
14. Drivers must not place items on the roofs or hoods of vehicles.
15. Drivers must ensure that passengers are State/SUNY employees / students on official state business. NOTE: Candidates for recruitment activities are considered to be on official state business. Family members of the individuals using a university vehicle on official state business are not authorized as passengers in the university vehicle unless they are also on official state business.
16. Fredonia [Guidelines for state owned or lease vehicles](#) must be followed.

Drivers **not eligible** to use a state owned/leased/rented vehicle include, but are not limited to:

- 1 Driver less than 18 years of age and/or does not hold the proper/valid driver license.
- 2 Driver has been convicted of any crimes involving the use of alcohol or illegal drugs while operating a motor vehicle during the past 36 month period.
- 3 Driver has been convicted of vehicle and traffic violations totaling six or more points in one calendar year.
- 4 Driver has been convicted of reckless driving or related charge in the past 36 month period.
- 5 Driver has been convicted of leaving the scene of an accident or failure to report an accident during the past 36 month period.
- 6 Driver has been convicted of vehicular assault and/or vehicular manslaughter.
- 7 A driver who has not completed the LENS Release Form.

III. RELATED DOCUMENTS, FORMS AND TOOLS, IF ANY

[DMV LENS Program](#)

[Driver's Privacy Protection Act release form](#)

[Guidelines for state owned or leased vehicles](#)

[Fredonia LENS program](#)

[Fredonia LENS Release Form](#)

[Policy 5601, Passenger Vans](#)

[Vehicle Request Form](#)

IV. WEBSITE ADDRESS FOR THIS POLICY

<http://fa.fredonia.edu/policy>

V. RESPONSIBILITY FOR ENFORCEMENT

University Services
405 Maytum Hall
State University of New York at Fredonia
Fredonia, NY 14063
(716) 673-3257 phone
(716) 673-4977 fax

VI. AUTHORITY FOR POLICY

Adopted on February 21, 2018 by the authority of the President's Cabinet

DEFINITIONS

These definitions apply to terms as they are used in this policy.

Term	Definition
LENS	<i>LENS – License Event Notification System</i> – A New York State Department of Motor Vehicle computer program that verifies the validity of New York State driver’s licenses and reports any Vehicle and Traffic conviction, license suspension or revocation activity on those licenses to the unit designated.

CONTACTS

If you have specific questions or issues, contact the following office(s):

Subject	Contact	Telephone	E-mail/Web Address
Policy Clarification and Interpretation	University Services	716.673.3257 http://fa.fredonia.edu/universityservices/automotive	Soteris.Tzitzis@fredonia.edu
Policy Development	Internal Control Office	716.673.4925	Amy.Beers@fredonia.edu http://fa.fredonia.edu/internalcontrol

LENS

Human Resources

716.673.3434 Human.Resources@fredonia.edu
<http://fa.fredonia.edu/humanresources>
