

OBTAINING FLEET VEHICLES

- Keys may be picked up at the Office of Facilities Services (Facilities Services administrative office in the Services Complex) at the specific pickup time designated on your vehicle request form. During fall/spring, general key pickup is Monday – Friday, 8:00 a.m. to 4:00 p.m. During summer, general key pickup is Monday – Friday, 8:00 am to 3:45 p.m. You **MUST HAVE** the approved vehicle request (yellow) form to obtain keys.
- Please park your locked personal vehicle in the designated overnight parking area located to the west of the Services Complex. No private vehicle parking is permitted inside the Services Complex.(see map)
- Lost and found items are kept at the Office of Facilities Services.

RETURNING VEHICLES – **All vehicles are returned to the Services Complex.** Please use the drop box located in the Garage for returning vehicle keys. In the event you are unable to return the vehicle as scheduled, contact Facilities Services (8:00 a.m. to 4:00 p.m., Mon – Fri) at 716-673-3452.

EZ-PASS – All fleet vehicles are equipped with EZ-Pass for use on the New York State Thruway and many other toll roads for your convenience. The EZ-Pass does not work while traveling in Canada. Drivers must pay for any tolls. Obey all posted speed limits at EZ-Pass locations.

WEX GAS CARD – The Wex gas card is located in the glove compartment of all fleet vehicles. The card can be used for gas and oil purchases only. Important information you should know before using the Wex gas card:

- The card in the vehicle is specifically for that vehicle.
- When using the card for fuel and/or oil purchases, you must use your business pin number (e.g. long distance / copy pin number). To activate the card, place a zero at the start of your five-digit business pin number.
- Enter the odometer reading of the vehicle when prompted at the pump.

EMERGENCY SERVICES – In the event of a vehicle breakdown, contact the Office of Facilities Services (8:00 a.m. to 4:00 p.m., Mon – Fri) at 716-673-3452. If you are close enough to campus, the staff in the Automotive and Fleet Services will respond.

ACCIDENTS – When involved in an accident, the operator must complete form MV104 and must report the accident to the Director of Facilities Services within 24 hours of the accident. **If injuries occur, the accident must be reported immediately.**

IMPORTANT RULES AND REGULATIONS

- Operation of State vehicles must be in full compliance with all New York State laws.
- All eligible drivers must be employees of New York State or other authorized personnel, and have a valid United States driver's license. Individuals must be at least 18 years of age.
- Passengers must be State/SUNY employees / students on official state business. Candidates for recruitment activities are considered on official state business.
- Family members of the persons 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.
- Smoking in State vehicles is prohibited.
- Driving under the influence of drugs/alcohol is prohibited.
- Possession and/or use of alcohol, illegal drugs or other intoxicating substances in the vehicle is strictly forbidden.
- Use of cellular phones without a hands-free cellular phone adaptor is prohibited.
- Items are not permitted to be placed on the roofs of vehicles.

PHONE NUMBERS MONDAY-FRIDAY

- Automotive and Fleet Services -**7:00 AM- 3:30 PM** 716-673-3485
- Office of Facilities Services - **8:00 AM - 4:00 PM** 716-673-3452

PHONE NUMBERS AFTER HOURS AND HOLIDAYS

- University Police 716-673-3333

The university reserves the right to deny a person the privilege to operate a State owned vehicle in cases, whenever a determination has been made that such denial is in the best interests of the university.