

General

University vehicles may be used only on official state/SUNY business. University vehicles should be used whenever practical. Privately owned cars may be used in the performance of official business under circumstances as described herein after or when university vehicles are not available. All travel assignments should be scheduled to effectively minimize expenses whenever possible.

Persons using their private vehicle will be reimbursed for mileage as established by the Office of the State Comptroller. Additional information on the mileage reimbursement rate is available at <http://www.fredonia.edu/admin/accounting/TravelPolicy.asp>

Students may drive a university vehicle as part of their campus employment for official university business or when accompanied by a faculty or staff member.

Rules and Regulations

- Family members of the person using a university vehicle on official state/SUNY business are not authorized as passengers in the university vehicle unless they are also on official state/SUNY business.
- Operation of university 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.
- Smoking in University 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 adapter is prohibited.
- Items are not permitted to be placed on the roof of 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 a.m. to 3:45 p.m. Bring your yellow copy of the approved University Vehicle Request Form to obtain keys.
- Remove all debris and personal items from the vehicle upon return.
- Lost and found items are kept at Facilities Services.

Requisitioning Procedure

The person requesting a university vehicle is to complete Part I of the University Vehicle Request Form available on the Facilities Services website. After signature by a qualified driver, the form is to be submitted to the driver's supervisor or head of the department or activity for certification and approval. In the event that the driver is the department head, the form is to be submitted for certification and approval by his/her immediate supervisor or official responsible for the activity for which the vehicle is being requested. The appropriate Vice President is also authorized to approve and certify requests for university vehicles. The individual who signs the request form as "Department Head" signifies approval and certification as to the following:

- a. That the travel indicated is necessary and represents official business of the State/SUNY, and
- b. That the designated driver has a valid driver's license, which is recognized as legal authorization to operate a vehicle in New York State. The license may be issued by any state.
- c. Students may be assigned to drive a university vehicle only when it is not feasible for an employee to serve as driver, such as if the faculty or staff member drives one University vehicle and the student drives a second university vehicle on the same trip.

The original approved University Vehicle Request Form with required signatures should be forwarded to the Office of Facilities Services for consideration and processing. If a university vehicle is not available, the primary driver will be notified. Part II of the University Vehicle Request Form will be marked accordingly and the form will be sent to the primary driver via campus mail. If a university vehicle is available, the Office of Facilities Services will complete Part II of the request form, retain the original form and send a yellow copy to the primary driver. The driver must bring the yellow copy of the approved University Vehicle Request Form to the Facilities Services administrative office located in the Services Complex to obtain the vehicle keys.

Priorities

During peak periods of activity, requests for use of university vehicles exceed the number available. In determining the assignment of such vehicles, the following factors shall be considered or applied:

- a. University vehicles will not normally be authorized when more economical commercial transportation is available.
- b. Employees attending schools, conferences, and seminars of more than two days duration will normally be required to use commercial transportation where feasible.
- c. Requests for vehicles will be consolidated whenever practical; that is, employees traveling to the same general location at approximately the same time will normally be required to use the same vehicle.

- d. The number of passengers, need to transport equipment or supplies, distance to be traveled and duration of the trip will influence assignment decisions.
- e. After applying the above enumerated factors in determining the assignment of a University vehicle, the remaining available vehicles will be assigned on the basis of the following order of priority:
 - (1) Instructional field trips
 - (2) Student admissions and recruiting
 - (3) Registration and instruction to off campus courses
 - (4) Supervision of practice
 - (5) Scheduled conferences, seminars, and related meetings requiring university representation
 - (6) Conferences, seminars, and related meetings benefiting the university through representation
 - (7) Intercollegiate competition (athletics, music, drama)
 - (8) Other activities financed by Student Activities Fees
 - (9) All other

Canceling

In the event that the request to use a university vehicle must be canceled, contact the Office of Facilities Services immediately. The yellow copy of the approved University Vehicle Request Form must be sent to the Office of Facilities Services via the campus mail.

Use of Vehicle

Pick up keys 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. At scheduled departure time the driver obtains the vehicle at the parking area located in the center of the Services Complex. If the driver is not familiar with the assigned automobile, they should request orientation from Automotive Garage personnel. The driver completes Part III of the yellow University Vehicle Request Form at the end of the trip by recording the beginning and ending odometer reading, noting any mechanical defects and provides their signature.

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 on all highways. Individuals traveling out of New York State should inquire as to the availability of the EZ-Pass. Additionally, the EZ-Pass does not work while traveling in Canada. Drivers must pay for any tolls.

The glove compartment in each vehicle contains the following items:

- a. Wex credit card for use in purchase of fuel and/or oil specifically for the vehicle assigned. The card cannot be used for any emergency repairs or other purchases. Important information you should know before using the Wex credit 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 to activate the card. If the pump requires six digits, place a zero at the start of your five-digit pin number.
 - An odometer reading of the vehicle you are using must be entered when prompted at the pump.
 - Submit all Wex credit card gas receipts to the Office of Facilities Services with the completed yellow vehicle request form at the end of the trip. **Receipts for personal credit cards used at other fueling centers must be turned in with their travel voucher for reimbursement.**
- b. Automobile insurance service card, which contains instructions and procedures to be followed in case of an accident.

NEW YORK STATE INSURANCE IDENTIFICATION CARD

994 – Self Insurer

The State of New York
All Owned Motor Vehicles

The State of New York is Self Insured for motor vehicle accidents. Proof of insurance is not required according to Section 360 of the Motor Vehicle & Traffic Law. All inquiries should be directed to NYS Office of General Services, Bureau of Risk and Insurance Management, 40th Floor, Corning Tower, Albany, NY, 12242.

OGS BUREAU OF RISK AND INSURANCE MANAGEMENT

Funding for Use of University Vehicles

At the end of each calendar month, the Office of Facilities Services renders a report indicating the account numbers, number of miles traveled in each category and total dollar amount for miles traveled. The report is sent to the Office of Internal Control, which takes the account number and the total dollar amount for each account and transfers it to the proper paperwork for the accounting office's purposes. The Office of Accounting then inputs the data so the accounts are charged and the charges show up on the SMRT web. Each account is charged a per mile rate that is recorded against the appropriate departmental account for such travel.

A **Research Grant account** is not a permitted account for the use of a university vehicle. Contact the Research Foundation at extension 3196 for an appropriate account number.

Parking

University vehicles are located in the center area of the Services Complex. Personal vehicles are not permitted to be parked in the center area of the Services Complex while using a university vehicle either for a single day or an extended trip. If a personal vehicle shall remain on campus during a trip, it shall be parked in the designated over night parking areas located to the west of the Services Complex. Overnight parking is also permitted in the Park and Ride lot. Please refer to signage for acceptable locations within the lot.

Returning a University Vehicle

All university vehicles are to be returned to the Services Complex at the date/time shown on the University Vehicle Request Form. The driver completes Part III of the yellow request form at the end of the trip by recording the odometer reading, noting any mechanical defects and provides their signature. The keys shall be returned to the drop box along with the completed request form and any Wex credit card receipts for the university vehicle. The drop box is located in the vestibule of the Garage at the Services Complex. *Individuals should not take the keys home or to their office.*

If a driver is unable to return the university vehicle at the date/time shown on the University Vehicle Request Form, the driver **MUST** notify the Office of Facilities Services at 673-3452 during normal business hours (Monday to Friday, 8:00 a.m. to 4:00 pm during fall/spring, and 8:00 a.m. to 3:45 p.m. during summer).

Drivers not eligible to use University Vehicles

An applicant will be precluded from operating a university vehicle if they:

- Do not have a valid United States driver's license
- Are not an employee of New York State
- Are not at least 18 years of age
- Have been convicted of any violation involving the use of alcohol or drinking or drugs while operating a motor vehicle during the past 36 month period
- Have been convicted of more than three moving Vehicle and Traffic Law violations during the past 12-month period
- Have been involved in two or more accidents that are recorded in the Motor Vehicle Record during the past 24-month period
- Have been convicted of reckless driving in the past 36-month period
- Have been convicted of leaving the scene of an accident or failure to report an accident during the past 36-month period
- Have been convicted of vehicular assault
- Have been convicted of vehicular manslaughter

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

Accident Reporting Procedures

When involved in an accident*, the operator of a university vehicle must complete and sign the MV104 Accident Report, using the name and address of SUNY Fredonia, 280 Central Avenue, Fredonia, New York 14063. If the operator is unable to report the accident, it is the responsibility of their immediate supervisor to do so. This report must be legible and include an accurate description and drawing of the accident. All information regarding other vehicles involved should include but not be limited to: operator name, address, date of birth, owner's name, address, plate number, year and make of vehicle, and the name of insurance company, policy number and insurance code.

Accidents must be reported to the Director of Facilities Services with THREE copies of the MV104 accident reporting form. The Office of Facilities Services will forward to the Bureau of Risk and Insurance Management, 40th Floor, Corning Tower, Empire State Plaza, Albany, New York 12242, as soon as possible. Also, if the police investigated the accident, the police report must be obtained and three copies should be forwarded to the Bureau as soon as it is received. It is imperative that the Bureau be notified immediately, at (518) 474-4725, fax # (518) 474-7867 if the accident involves serious injuries or fatality, and the MV104 should be sent following the proper procedures. Please do not instruct the claimant to contact the state's third party administrator (Cool Risk Management), as Cool cannot help the claimant until a report is received.

It is the driver's responsibility to immediately report any accident causing death or personal injury. Any accidents with damage over \$1,000 to the property of any one person must be reported within 10 days to the Department of Motor Vehicles** and to the Office of Facilities Services. The Bureau of Risk and Insurance Management does not file reports with the Department of Motor Vehicles.

Inquiries from claimants and/or their insurance companies, as well as any medical bills for passengers of university vehicles should always be directed to the Bureau of Risk and Insurance Management and Facilities Services for proper handling. In order to identify our file: please include the state driver's name and date of accident on all correspondence.

IN THE EVENT THAT THE UNIVERSITY VEHICLE IS DAMAGED BY THE OTHER PARTY

- Obtain name and address of driver, name and address of vehicle owner, copy of insurance card and phone numbers. Complete MV104 accident report and submit to the Director of Facilities Services.

- If possible, obtain any photographs of damages. These are necessary to help Civil Recoveries in collecting from the other party's insurance company. In the event an insurance adjuster wishes to inspect the damages, please include the location of the vehicle. If not available, indicate a contact person and phone number for the company to contact. (If the above information is received in a timely manner, collection against the other party's insurance company can usually be done in the same year.)
- If any claim drafts are received directly from an insurance company, these drafts must be forwarded, along with the date of accident and State operator's name, to the Director of Facilities Services for processing.
- * An accident includes any incident occurring in, on, or near the vehicle.
- ** New York State Department of Motor Vehicles
Accident Records Bureau
PO Box 2925
6 Empire State Plaza
Albany, NY 12220-0925

Definitions

Official Business – The Director of Facilities Services has been authorized to approve the use of university vehicles. The following activities constitute official business:

- a. Meetings or conferences called by the Chancellor, a member of the Chancellor's staff, the campus president, officials of the State Government, officials of learned societies or other persons on the business of the university.
- b. Meetings of organizations in which the university holds membership.
- c. Recruiting of administrative and instructional faculty members.
- d. Visits to secondary schools to advise students of educational opportunities within the university.
- e. Field trips by department faculty
- f. Individuals involved with campus events at Fredonia including performers and visiting speakers

Family members of the person using a university vehicle on official state/SUNY business are not authorized as passengers in the university vehicle unless they are also on official state/SUNY business.

The above list is not all-inclusive and it is intended to be used for guidance only. The Director of Facilities Services has been authorized to determine what constitutes official business of the university. Employees in official travel status are permitted to use university vehicles for transportation to eating-places and to other places for reasonable necessities and amenities. University vehicles may only be driven to and from the location shown on the approved travel authorization.

Student – Any full time or part time, temporary service, work-study or club member (including athletic and intramural sports) that are registered or employed by Fredonia

Faculty/Staff – Any personnel on state payroll

University Vehicle – All vehicles that are owned, leased or otherwise retained by the State University of New York at Fredonia, regardless of funding source

Phone numbers

Automotive Garage – 7:00 a.m. - 3:30 p.m.716-673-3485
Office of Facilities Services – 8:00 a.m. - 4:00 p.m.....716-673-3452
(Summer Hours for Facilities Services are 8:00 a.m. – 3:45 p.m.)

Phone numbers for after hours and holidays

University Police716-673-3333