

Fleet Vehicle Use Policy

Definitions

Term	Definition
College	The State University of New York at Potsdam.
College President	The Chief Executive Officer of the campus.
Employee	A public employee working for the College.
Supervisor	Any person assigned as a supervisor of record within the College who has the authority to direct and control the work performance of an employee.
Student	An individual who is enrolled with the College as an undergraduate or graduate.
Volunteer	Individual authorized, to perform a service for the College, through the department of Human Resources.

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:

1. The use of state vehicles is restricted to official state business and activities involving the direct duties of the state employee.
2. All drivers must hold a valid United States driver's license, be at least 20 years of age, have completed their probationary period for their driver's license, and not be holding a restricted use license to operate vehicles. A copy of the driver's license must be on file with the campus prior to the trip.
3. If the driver holds a license from another state, an [Out-Of-State Driver Notarized Authorization Form](#) must be completed and signed in the presence of a notary. Once the form is completed it should be submitted to Physical Plant at vehiclerequest@potsdam.edu. Drivers who do not possess a New York State driver's license must provide Physical Plant with a copy of their driving abstract each semester. Individuals holding international driver's licenses will not be allowed to operate vehicles on state business.
4. Students will be assigned to drive a State owned/lease vehicle only when it is not feasible to use another driver. Authorization for the use of a student driver must be made for each trip and be approved by the appropriate President's council designee. Student drivers must be within the convoy of accompanying faculty/staff member.

- 4.1. Exceptions to the accompanying driver may be made for trips that are in direct support of an Academic Program. Your President's Council designee must confirm that the use of the fleet vehicle is in direct support of an academic program. Physical Plant may contact the Student Conduct office to determine if the student is in good standing.
5. All passengers must be employees of New York State and the College, authorized volunteers through Human Resources, or other authorized personnel e.g. students.
6. A complete list of passengers traveling in fleet or rented vehicles must be filed with the Office of Physical Plant prior to the scheduled trip.
7. In the rare circumstance when a list of passengers is not available, please use the form from **Appendix A** of this policy and include in the vehicle key envelope upon your return to campus.
8. The only person(s) authorized to drive the state vehicle is the name(s) listed on the vehicle request form under driver.
9. The campus reserves the right to cancel travel due to inclement weather.
10. Approved drivers will be required to complete a vehicle safety training every 5 years.
11. Drivers must adhere to all traffic laws and operate the vehicle in a safe manner.
12. Driver assumes all responsibility for any and all fines or traffic violations associated with their use of the state vehicle.
13. Driving under the influence of drugs or alcohol is prohibited.
14. Smoking, use of tobacco products and vaping in state vehicles is prohibited.
15. Vehicles may not carry more passengers than the vehicle is designed to carry.
16. Remove keys and lock all doors from unattended vehicles.
17. Keys and a vehicle use envelopes may be picked up one working day in advance of the trip. Keys for vehicles can be picked Monday through Friday between the hours of 7:30 am and 3:30 pm at the Physical Plant Service Center. ***You may pick up the keys ahead of time, but you may not use the car until the time for which it has been reserved.***
18. A drop box is located in the foyer of the Service Center foyer area for those trips returning after normal business hours. If a traveler is unable to return the vehicle at the scheduled time, notification must be provided to the Office of Physical Plant (315-267-2598). If notification is not received, or if the keys are not returned in a timely fashion, the driver may have driving privileges revoked.
19. You should use this envelope to report any problems with the vehicle. **The key envelope should be turned in immediately upon your return to campus along with the vehicle keys and any gas receipts and not left in the vehicle.** For mechanical problems or safety concerns that should be addressed prior to continued use of the vehicle, drivers should contact Physical Plant (315-267-2598) or University Police (315-267-2222) to report the problem immediately.

20. Use of cellular phones without hands-free cellular adapter is prohibited.
21. Always use seat belts and require all occupants to do likewise in accordance with State laws.
22. Do not permit unauthorized individuals to drive vehicles or ride as passengers.
23. Fleet vehicles are not to be parked at your personal residence overnight for any reason. Trips leaving early in the morning or returning late at night must make accommodations to retrieve/return the vehicle to/from campus upon completion of trip.
24. 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.
25. Personal belongings left in the vehicle will be turned over to University Police. The College is not responsible for loss or damage to personal property left in vehicles.
26. The towing of small utility or boat trailers by College fleet passenger vans, owned or leased, will require the review and approval of the Director of Physical Plant. Only faculty / staff will be approved for trailer towing if there is a programmatic or educational need, on a limited basis. The Environmental Health & Safety department will provide an annual trailer safety training.
27. 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.
28. Non-compliance with this policy will result in review by the Associate Vice President for Administration & Human Resources, this may include the loss of college driving privileges.
29. If you ever question any of the NYS driving rules & regulations, please refer to the Driver's Manual at the following link: <https://dmv.ny.gov/brochure/mv21.pdf>.
30. It is the driver's responsibility to know and abide by any and all laws in the state that they are traveling in.

Fees associated with using a State-Owned Vehicle:

Each Department will be directly charged the [IRS prevailing wage business rate](#) or \$14.00 a day, per vehicle, whichever is greater. WEX cards or travel cards may be used to purchase gas when campus fuel pumps are not available. This rate is subject to change. Failure to pick up your vehicle within two hours of your reserved time will impose a \$14.00 fee. Failure to notify Physical Plant within 24 hours within your reservation time to cancel your reservation will result in a \$14.00 fee per vehicle.

There are two ways to fuel a vehicle:

On campus: Located between the Service Building (near Central Printing) and the Mechanic's Garage there is an unleaded fuel pump for campus owned vehicles only. Please see a Physical

Plant employee to assist you with this process, or schedule in advance with Physical Plant by calling 315-267-2598.

Off-campus: State-issued WEX gas Cards are located in the glove compartment of the vehicle (inside a blue folder). It is to be used for all gasoline purchases at any gas stations. Each vehicle has a specific PIN # located on the credit card instruction card on the inside flap of the vehicle key case. Be sure to put all gas receipts in the key envelope.

Returning a Fleet Vehicle:

1. Check the gas tank. **If the gas tank is less than half-full, fill it.** As a courtesy to other users you should routinely fill the gas tank regardless of the gasoline level.
2. Park in the College Fleet Vehicle area located in the back of parking lot #6.
3. Write down the ending odometer reading on the envelope.
4. Record any problems or concerns with the vehicle on the key envelope.
5. Check the vehicle carefully, remove all litter and excessive debris, close windows and lock the doors.
6. Conduct a walk-around vehicle inspection. Report any damage on the key envelope.
7. **Return the keys, any gas receipts, and envelope immediately upon arrival** either to the Physical Plant Service Center or the after-hours key drop box located inside the foyer of the Physical Plant Service Center building.
8. **Report any damage, malfunction, or accident to Physical Plant immediately** upon your return to campus.
9. Return vehicles on schedule. If a conflict arises and you discover you will be delayed, contact Physical Plant at 315-267-2598 immediately so alternative arrangements can be made for the next user.

Employee Authorization Process:

1. For Fleet Vehicles, the College requires that all employees fill out a [Vehicle Request/Authorization](#) form for each trip. This form requires approval from your Department Head. **Note:** A President's Council designee must approve all out-of-state and student travel prior to the scheduled trip.
2. **Paperwork** — Complete the Vehicle Request/Authorization Form. To ensure that the form is completed accurately, please:
 - a. Include departure and return dates, times
 - b. Include a list of passengers that will be traveling with your group
 - c. Include all driver's signatures and the department head/supervisor of the requestor.
 - d. If traveling out of state, President's council designee must also sign.
 - e. Once the Vehicle Request/Authorization form is completed and signed by appropriate staff, it must be emailed to vehiclerequest@potsdam.edu along with a copy of your Driver's License. You will receive an email noting availability and instruction information to the email address on the Vehicle Request/Authorization form. Please be sure to include Driver email address as well as Administrative Assistant or Department Head Email address for notification.
 - f. Forms must be submitted for approval at least two weeks prior to the trip.

3. A completed [Travel Requisition](#) with justification and all required signatures must be submitted to business-affairs@potsteam.edu (this does not indicate approval). A requisition is required regardless of if the traveler will or will not be reimbursed or regardless of the traveler's source of funding. The travel requisition and justification must be submitted 30 days prior to the travel date. By checking the box on the vehicle request authorization form, you certify that your travel requisition was approved.
4. Physical Plant will verify that your License is valid through the New York State Department of Motor Vehicles License Event Notification Service (**LENS**) Program. Please see [SUNY Potsdam LENS Policy](#).
5. **Get Trained** — Complete the campus approved vehicle safety training. You will be assigned a vehicle safety training through BizLibrary. You must complete the training within five business days upon receipt of approval of your vehicle request.
6. 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. Keys and a vehicle use envelope may be picked up one working day in advance of the trip. Keys for vehicles can be picked Monday through Friday between the hours of 7:30 am and 3:30 pm at the Office of Physical Plant, Service Center. Keys and gas receipts must be returned in the completed, signed envelope immediately upon completion of travel. Envelopes and keys should be returned using the 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 (315-267-2598). 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.

Student Authorization Process:

1. **Obtain Authorization** — To be eligible to drive a state-owned vehicle, you must first enroll in the License Event Notification System (LENS) with Physical Plant prior to travel and provide a copy of the ([LENS Release Form](#))
2. **Get Trained** — Complete the campus approved vehicle safety training. You will be assigned a vehicle safety training video. You must complete the training and return the attestation form within five business days upon receipt of approval of your vehicle request.
3. **Confirmation** — An email confirmation of approval or denial of the reservation will be sent to you from Physical Plant.

In Case of an Accident:

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

- You must stop, regardless of the level of damage. It is a traffic violation to leave the scene of an incident, like a traffic crash that involves property damage.
- 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 University Police at x2222 and the Office of Physical Plant at (315) 267-2598 and leave a message if you are calling outside the business hours Monday-Friday, 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.

Responsibilities

This policy identifies the following responsibilities as assigned to those cited below.

Role	Individual/Group	Contact Information
Comply with	All College staff	n/a
Policy Executor(s)	Melissa Proulx – Associate Vice President for Administration & Human Resources	(315) 267-2086 proulxme@potsgdam.edu
	David Fullerton – Director of Physical Plant	(315) 267-2601 fullerdf@potsgdam.edu

Change History

Date	Change History
November 15, 2023	New Policy.
March 26, 2024	Added acceptable use information for student driver and Appendix A.

Approved by President's Council: November 15, 2023



Appendix A (Passenger List)

Print Name	Phone Number