SUNY POTSDAM License Event Notification System (LENS) 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:

To ensure the validity of a motor vehicle operators driver's license and ultimate safety of persons when employees and students apply to operate a state owned/leased/rented vehicle on state business.

Units and Persons Effected:

All employees and qualifying students who apply to operate a state owned/leased/rented vehicle on state business.

Policy:

All employees and students who wish to drive a state owned/leased/rented vehicle on state business must supply Physical Plant with a copy of their driver's license and a copy of the LENS release, which they are to have read and signed. This should be completed at least three weeks prior to the travel date so as to give sufficient processing time. A copy of the applicant's license must be on file with Physical Plant prior to driving. All applicants who are approved to drive must comply with the SUNY Potsdam Vehicle Use Policy.

Physical Plant will utilize the LENS program to ensure the validity of the applicant's driver's license. Submission of driver's licenses will only need to be submitted one time in that the LENS program is self-perpetuating. In the event that you are issued a new driver's license, please submit a new copy to Physical Plant so that we have the most current one on file.

All applicants must hold a valid United States driver's license, be 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 on state business. All applicants must be employees of the New York State and

the College, authorized volunteers as verified through Human Resources, or other authorized personnel, i.e students.

Physical Plant will generate an authorized list of campus drivers, which will only be shared with the appropriate offices that authorize/release vehicles (Purchasing & Payables, Physical Plant, University Police, Dean of Students Office, Athletics). All authorized drivers must abide by the Fleet Vehicle Use Policy.

Employees and students 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.

Physical Plant will not release the individual driving records of any applicants to anyone other than the applicant and Human Resources, in the event of a personnel matter.

The University reserves the rights to deny the driver from operating a state owned/leased/rented vehicle on state business in cases where special circumstances exist that make the driver a risk (ex. Charged with vehicular assault or manslaughter).

Conversely, the University reserves the right to clear a driver for operation of a state owned/leased/rented vehicle on state business in cases where special circumstances exonerate the driver of being designated a risk (ex. A grounds department worker drives only on campus for work purposes but has a conditional license only). All drivers must abide by the Vehicle and Traffic Laws and other appropriate laws when operating a vehicle on state business.

Further, applicants who have been convicted of one of the following driving violations will be precluded from operating any fleet vehicle:

- In the past 36 months, any conviction of drinking or drug use while driving.
- In the past 12 months a person has more than two moving violations.
- In the past 24 months a person has had more than three moving violations.
- In the past 12 months, a person has been involved in two or more accidents that are recorded on the Motor Vehicle Record.
- In the past 36 months a person has been convicted of reckless driving.
- In the past 36 months a person has been convicted of leaving the scene of an accident or failure to report an accident.
- Driver has been convicted of vehicular manslaughter.
- Driver has been convicted of vehicular assault.

Finally, in addition to all of the above, individuals applying to utilize any fleet vehicle are responsible for the following:

- Driver must complete a SUNY Potsdam vehicle safety training once every five years, prior to utilizing the vehicle.
- Driver must inspect the vehicle prior to operation.
- Driver must ensure the number of occupants does not exceed the capacity of the vehicle.
- Driver must ensure all occupants wear seatbelts.
- Driver must ensure that no alcohol or drugs are in or being used in the vehicle.

- Driver must ensure that the amount of time they spend behind the wheel is not excessive.

Note:

- No roof racks will be allowed on top of the larger vans.
- 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. Environmental Health & Safety department will provide an annual trailer safety training.
- Smoking, use of tobacco products, or vaping is not allowed in state owned vehicles.
- All accidents, involving employees and students driving a state owned/leased/rented vehicle on state business, must be reported to the appropriate police agency, University Police (located at Van Housen Extension S181 phone number 315-267-2222), and the Physical Plant Office(located in the Service Center Complex phone number 315-267-2598).). The driver of the vehicle is responsible for providing copies of police accident reports and completing a NYS MV104 Report at the scene (form located in glove box of each vehicle or can be found here) to the Physical Plant office upon return. If the driver is unable to do so because of personal injury, the driver's supervisor must file the report in a timely manner.

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

Change History

Date	Change History
11/15/2023	New Policy.

Approved by President's Council: November 15, 2023