



# Motor Vehicle Use

Policy FI005

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Responsible Administrator: Treasurer and Vice President for Finance and Administration

Responsible Office: The Department of Operational Services

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## Policy Statement

This policy establishes requirements that apply to all drivers reserving and utilizing FIT-owned, leased, or rented vehicle (“FIT vehicle(s)”). These requirements define the process by which authorized drivers are assigned to operate an FIT vehicle in connection with their responsibilities, address specific aspects of the use of FIT vehicles, and provide further information needed to operate and properly maintain FIT vehicles safely. The driving of an FIT vehicle is a privilege and the college reserves the right to deny or revoke the driving privileges of any driver if the driver does not meet the requirements of this policy.

## Reason for the Policy

The college intends to provide a safe environment for faculty and staff operating FIT vehicles. The purpose of the policy is to promote the safety of drivers, passengers, and the public while seeking to minimize injury, damages, and claims against the college related to the use of FIT vehicles.

## Who is Responsible for this Policy

- Assistant Vice President for Administration
- Executive Director of Operations

## Who is Affected by this Policy

- All FIT employees and third-party contractors who utilize FIT vehicles

## Definitions

N/A

## Principles

FIT places the utmost importance on the safety of its community. Those persons responsible for FIT vehicles, and those persons who rent and lease FIT vehicles for college business use are expected to keep such vehicles in safe operating condition, to obey traffic laws, and to adhere to college policy at all times. This policy sets forth the requirements on the acquisition, operation, and disposal of FIT vehicles.

## Responsibilities

- **The Department of Operational Services**

The Department of Operational Services oversees the college's vehicle activities that are included in this policy and is responsible for the dissemination of information and the collection of FIT vehicle data. Specific responsibilities include, but are not limited to:

- Schedule, coordinate, and track the assignment, use, and operation of FIT vehicles;
- Serve as the central point of contact for FIT vehicle use;
- Disseminate FIT vehicle-related policies, procedures, and information to the campus community;
- Collect, review, and provide information such as monthly vehicle usage reports, quarterly personal mileage reports, and analysis reports to the Vice President for Finance and Administration as requested;
- Coordinate the use of vehicle title, registration, and plates to ensure that departments comply with a timely accident and vehicle damage reporting requirements;
- Ensure FIT vehicles have official state license plates; and
- Ensure compliance with all applicable laws, inspection regulations, and ordinances, as they pertain to the maintenance and operation of motor vehicles.
  
- **Motor Vehicle Driver Reviews**  
Operational Services enrolls each Authorized Driver into the New York State Department of Motor Vehicles (DMV) License Event Notification System (LENS) program. The LENS program provides information to the college on any event that affects an Authorized Driver's license.
  
- **Usage Report**  
Operational Services is responsible for logging mileage when a vehicle is returned and for compiling a monthly usage report for each FIT vehicle, which shall contain, but is not limited to:
  - Odometer readings;
  - Findings from inspection of interior and exterior of a vehicle body (for wear and tear, dents, etc.); and
  - Fuel usage.
  
- **Preventive Maintenance and Repairs**  
Operational Services is responsible for scheduling and coordinating all preventive maintenance functions for all FIT vehicles, such as oil changes, tire rotation/replacement, tune-ups, etc., and for preparing vehicles for compliance with state inspection requirements. It is also responsible for coordinating any repairs for FIT vehicles and filing insurance claims for accident damage.

- **Safety Inspection**  
Operational Services is responsible for coordinating the mandatory state safety inspection with college maintenance support services.
  
- **Vehicle Log-In**  
Before a vehicle leaves the campus, Operational Services must perform a pre-inspection that will include, but is not limited to:
  - Visual inspection of tire wear and inflation;
  - Check to ensure all lights and horn are operational;
  - Check to ensure the brakes are in good condition;
  - Check to ensure gas, oil and other fluid levels are adequate; and
  - Record the starting mileage on the Vehicle Reservation Form.
  
- **Drivers**  
The college's automobile insurance covers FIT Employees and third-party contractors who utilize FIT vehicles for bodily injury and/or property damage resulting from the use of FIT vehicles. Students may not operate FIT vehicles. The college's liability insurance will also protect an authorized driver as long as the authorized driver is following all applicable state motor vehicle regulations relating to driver responsibility. Drivers of FIT vehicles are responsible for adherence to the following rules:
  - College-owned or rented vehicles must be used for official college business only. All passengers of the vehicle must be present in relation to official college business, or otherwise authorized by the President or the President's Cabinet, and are subject to the rules of this policy.
  - Drivers must follow traffic laws and posted speed limits, practice defensive driving, wear seat belts, and avoid any activity that has the potential to divert driver attention from driving safely.
  - While operating an FIT vehicle, the driver may not be under the influence of alcohol or illegal drugs, or any substance that could potentially impair such driver's ability to operate a motor vehicle safely. Drivers are subject to disciplinary action up to and including termination for their conduct while operating an FIT vehicle. Drivers and passengers may not bring alcoholic beverages or illegal drugs into a vehicle.
  - Vehicles must be secured when not occupied and must have contents reasonably safeguarded.
  - The use of radar detectors (or similar speed enforcement detection) is strictly prohibited.
  - Drivers must not engage in any activity with the potential to be distracted while operating FIT vehicles, including but not limited to, use of hand-held cell phones, electronic devices, two-way radios, smoking, eating, emailing, texting, etc.
  - Drivers or passengers shall not load materials on the roof of FIT vehicles.
  - Transporting more than the maximum number of passengers a vehicle is designed to carry is prohibited for safety and liability reasons.

- **Driving Violations**  
All persons who operate FIT vehicles are solely responsible for the payment of all driver-related traffic and parking violations received while in their custody, except cases involving equipment failure. Any fine or ticket must be paid promptly by the violator. In the case of equipment failure, such as non-working or broken signals and lights, and mechanical malfunctions, Operational Services may inspect the equipment to determine responsibility for payment.
  
- **Return of a vehicle**  
The driver will return the vehicle with a clean interior and will back the vehicle into the parking garage at Alumni Hall. Upon return of the vehicle, Operational Services should record the mileage and with the driver, inspect the vehicle's exterior and report any damage on the Vehicle Reservation Form. On weekends, after-hours and holidays, Public Safety should inspect the vehicle with the driver and forward the Vehicle Reservation Form and the key to Operational Services on the next business day.
  
- **Mobile Phone Usage**  
Many localities and municipalities have enacted regulations prohibiting the use of mobile phones and electronic devices while operating a motor vehicle. In New York State, it is illegal to operate a mobile phone without using a hands-free device or to read or send text or picture messages on a hand-held mobile phone. All Authorized drivers are expected to obey the law and comply with applicable regulations at all times.
  
- **No Alcohol or Tobacco Use**  
Vehicle drivers are responsible for compliance with the FIT Drug and Alcohol Use Prevention and Tobacco-Free Campus policies. Alcohol, smoking, and tobacco use are prohibited in FIT vehicles.
  
- **Refueling**  
FIT vehicles should be returned with a full tank of gas. The driver must select an appropriate fuel as recommended by the manufacturer and use self-service facilities whenever available. Any gasoline credit cards provided with the vehicle are to be used only for the purchase of gasoline, oil, and emergency service. The driver using such a credit card must ensure the receipt includes the driver's signature and printed name, and the vehicle's license plate number. The original receipt must be submitted to Operational Services with the gasoline credit card upon termination of the specified trip or assignment. When using personal cash or credit cards to pay for gas, oil or emergency services associated with an FIT vehicle, drivers should submit receipts to their departments for reimbursement.

## Procedures

- **Assignment of College Vehicles**

Reservations will be confirmed after a Vehicle Reservation Form is completed and submitted to Operational Services for approval. FIT vehicle(s) will not be released to a driver without a valid

driver license on the authorized driver list in Operational Services. The vehicle must be returned by the date and time indicated on the Vehicle Reservation Form.

- **Cancellations**

Operational Services must be notified as soon as possible when the vehicle will not be used so that it can be made available to other departments that may be on a waiting list.

- **Accident Scene Procedures**

All accidents must be reported immediately to FIT Public Safety. FIT promotes and manages vehicle safety and accident control/reporting. In the event of an accident, must adhere to the following protocol:

- Stop as near to the scene as safely practical.
- Dial 911 and request an officer to respond to the scene to prepare an incident report; and, if necessary, notify appropriate emergency medical or fire authorities.
- Drivers must immediately call 911 to report any accidents or damage to an FIT vehicle, as well as the Operational Services Department, Public Safety, and the driver's supervisor.
- Drivers must cooperate fully and only discuss the incident with law enforcement officers and appropriate personnel from FIT.
- Provide identification to and request identification from involved parties.
- Obtain correct information from involved parties and/or witnesses.
- Notify FIT Public Safety within 24 hours per this policy; accidents involving evacuation by medical personnel must be reported immediately to FIT at 212-217-7777.
- Complete an accident report included in the "Accident Packet" following FIT guidelines. Accident Packets may be obtained from Operational Services in the Business & Liberal Arts building room BC-20, or by visiting the Related Documents section of this policy.

## Violations

Sanctions for violations of this policy may include suspension of FIT vehicle driving privileges, or discipline up to and including termination of employment for employees. For Bargaining Unit employees any disciplinary action will be applied as described in the Collective Bargaining Agreement.

## Related Policies

- [Drug and Alcohol Use Prevention](#)
- [Tobacco-Free Campus](#)
- [Employee Code of Ethical Conduct](#)

## Related Documents

- Vehicle Reservation Form
- LENS Consent Form
- Accident Packet

## Contacts

- **Assistant Vice President for Finance and Administration**  
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(212) 217-4020