



real life ♦ real learning

suny cobleskill

#### **BREAKDOWN PROCEDURE**

- In the event of a mechanical failure, please contact Facilities at 518.255.5228 for instructions. If a problem occurs outside office hours, it is your responsibility to ensure the vehicle is secured in a safe area while waiting for further instructions.

#### **ACCIDENT REPORTING**

- Call for medical assistance immediately if an accident results in any injuries. Notify the proper law enforcement agency for all incidents involving a fleet vehicle. An accident report must be completed at the scene by a law enforcement officer and forwarded to the college Business Office 518.255.5637.
- Failure to comply with any college fleet policies may result in suspension of travel privilege.

The staff of Facilities Management wants you to have a safe and comfortable driving experience. Please help us maintain the safety and reliability of our vehicles by reporting any mechanical concerns or fueling difficulties on the Trip Summary Report.

Complete Fleet and Travel Policies and Procedures are available at

[www.cobleskill.edu/facilities/vehicle.asp](http://www.cobleskill.edu/facilities/vehicle.asp)

Fleet managed by  
Facilities Management  
515.255.5228

[www.cobleskill.edu](http://www.cobleskill.edu)

# **Fleet Vehicle Information**



## **IMPORTANT INFORMATION BEFORE YOU TRAVEL...**

- A travel order must be approved by a supervisor or department head and forwarded to Facilities a minimum of five days prior to travel date. Fleet vehicles can be requested on Employee Sharepoint. Select the Vehicle Reservation tab and click on New Item. Please note, vehicles cannot be kept beyond the approved travel dates.
- Only SUNY Cobleskill employees over 18 with a valid driver's license who meet the program requirements are eligible to drive fleet vehicles. Only state employees are permitted as passengers in fleet vehicles.
- Travel out of state or in excess of 200 miles one way must be approved by the appropriate vice president in addition to the department supervisor.
- Smoking and the consumption of alcohol or other illegal drugs are strictly prohibited in all state vehicles.
- All vehicles are equipped with NYS Thruway E-Z Pass tags.
- College fleet vehicles are available for official college business travel only and cannot be used for personal reasons.
- NYS is not responsible for any traffic or parking tickets.
- Immediately prior to travel, an assigned vehicle packet must be picked up at the Facilities main office during regular office hours (or by calling UPD at 255-5317). This packet includes the vehicle keys, on campus fuel key, ExxonMobil gas credit card, and a trip data summary report, which must be completed at the end of all travel.

## **FUELING ON CAMPUS**

The college purchases gas for our campus pumps at NYS contract prices and as such all vehicle gas tanks must be filled on campus prior to leaving campus. It is the responsibility of the driver to make sure the tank is filled on campus. The campus pumps are available 24 hours a day and are conveniently located on campus next to Facilities. These pumps can be accessed using the green FLEET-KEY which is included in the vehicle packet. To use:

- Insert key into receptacle and turn clockwise;
- The LCD will then display ENTER PIN. Using the keypad enter your PIN and press ENTER. To ensure security, an asterisk (\*) appears for each digit you press, if you make a mistake while entering your PIN, press CLEAR and re-enter;
- Enter pump number 1 and press ENTER;
- The LCD will display TURN KEY LEFT, REMOVE;
- Remove the key from the receptacle. If you leave the key in the receptacle for more than 5 seconds an alarm sounds to remind you to remove it; The LCD will display PUMP 1 is READY and you may proceed to dispense fuel;
- When you finish fueling your vehicle, turn off the dispenser and return the nozzle to its holder.

## **FUELING WHILE TRAVELING**

- An ExxonMobil credit card is included in the vehicle pack for fuel purchases outside the Cobleskill area only. There are 14,000 ExxonMobil locations. Please be aware of ExxonMobil locations in your area of travel prior to departure. Please be aware of the following important state and campus requirements prior to using the ExxonMobil credit card:
- Only fuel may be purchased with the ExxonMobil credit card.
- Only regular unleaded fuel may be purchased.
- Each credit card can only be used to purchase fuel for the vehicle it is assigned to.
- No fuel should ever be purchase in the area immediately surrounding Cobleskill. All local fuel must be acquired at the campus pumps.
- All gas receipts must be turned in with vehicle packet.
- To use ExxonMobil credit card at pump:
- Insert the card into the card reader and follow instructions. Pump will prompt you to enter the accurate odometer reading from the vehicle you are driving and also a 4 digit Pin/ Driver ID#. This number is 4245 and is required to complete the fueling process.