



MEMORANDUM

TO: Campus Community

FROM: Dawn Eakin

SUBJECT: Vehicle Reservation Procedures

DATE: December 11, 2017

For liability and cost effectiveness reasons, the campus is requiring all faculty and staff to use the campus fleet vehicles for traveling on official state business. If a state vehicle is not available, the employee must request permission to use their personal vehicle and be reimbursed for mileage. Please refer to Attachment 1- Liability Exposure While Driving on SUNY Business which addresses various driving scenarios that can occur, including driving a personal vehicle, driving a State vehicle, and driving a rental vehicle.

Only SUNY Cobleskill employees or approved volunteers over 18 with a valid driver's license who meet the program requirements are eligible to drive fleet vehicles. Only state employees or approved volunteers are permitted as passengers in fleet vehicles.

All drivers who plan on driving any campus vehicle or leased vehicles as part of college business must complete the License Event Notification (LENS) program. This registration must occur before they are given permission to use state vehicles. Please contact the University Police Department for guidance regarding the LENS registration. The college reserves the right to deny a person the privilege to operate a State owned/leased vehicle in cases whenever a determination has been made that such a denial is in best interest of the college.

A vehicle reservation (once you have been LENS registered) can be made by going into SharePoint and clicking on the "Vehicle Reservation" tab. When you get to the "Calendar of Vehicle Reservations" and "Reservation Requests", click on "new" and make your request. Please call 518-255-5228 if you have any questions.

We would like to take this opportunity to remind all travelers of the guidelines that are in place for the use of campus vehicles.

A. Campus cars are available for traveling on official business only. Assignment of vehicles shall be made on the following basis:

1. First priority shall be given to the use of vehicles for student recruitment. In order to qualify for first priority, Admissions Office personnel must submit their vehicle requests for each semester to the Facilities Management Department before the start of the semester.
 2. After recruitment needs are met, vehicle assignments will be made in the order in which requests are submitted to the Facilities Management Department.
- B. All signed travel orders are to be sent directly to the Business Office. The Business Office will review all travel orders for completeness and funding availability. Once approved, the Business Office will immediately fax all travel orders to the Facilities Management Department for any vehicle assignments. Please keep in mind that the Facilities Management Department will not be able to release any fleet vehicles unless they are in receipt of a travel order that has been approved in advance by the Business Office. Travel orders must be submitted at least five working days in advance of the date of travel, but no earlier than 90 days before the date needed. Out-of-state travel or travel in excess of 200 miles one way must be signed by the appropriate Vice President in addition to the department supervisor. Trips of less than 50 miles may get bumped for trips of longer distances.
- C. Car keys and vehicle packets can be picked up at the Facilities Management Department between 8 a.m. and 4:00 p.m., Monday through Friday. Arrangements for keys and packet pick-up after hours and weekends will be coordinated through the University Police staff by calling 518-255-5317. Keys and packets will be available only for the times listed on the travel order and will not be handed out before the time of travel.
- D. All vehicles must be fueled upon returning to campus. The ignition key, trip report slip, gasoline charge receipt and registration packet must be returned to the Facilities Management Department. When returning after 4:00 p.m., drop the keys and vehicle packet in the mailbox outside of the mechanic's door of the facilities building. This procedure makes the car available for others who may find it necessary to use the car prior to the opening of the Facilities Office. It is important that the traveler return the vehicle in reasonably clean condition.

All difficulties with the vehicle, however slight, should be reported on the trip report immediately upon your return.

- E. Students are permitted to operate State vehicles provided the employee requesting a student driver notifies the University Police Office of the name(s) of the intended driver(s) at least three working days prior to the trip. Authorization for each student driver will be granted in writing. Student must be *accompanied* by a campus employee on all trips.

Use of Vans

1. All drivers of 12 and 15 passenger vans per the campus policy must complete the Van Driver Training Program before they can drive 12 or 15 passenger vans. For training dates and time table please call the University Police Department.
2. Academic programs will have priority for use of vans.
3. All others will be assigned vans on a first come, first served basis.

Additionally, to help keep vehicles available for the needs of everyone, vehicles and/or keys will be given to travelers only on the dates and times of travel that are listed on the approved travel order. Vehicle reservations should be made only for the specific dates of travel needed and are not allowed for over-nights or weekends when the traveler is not on official campus business.

Important Information

Operation of State vehicles must be in full compliance with all New York State laws.

Smoking in State 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 a State vehicle are strictly forbidden.

Use of cellular phones, blackberries and other electronic communication devices without a hands-free adaptor is prohibited.

All vehicles are equipped with NYS Thruway E-Z Pass tags. Travelers **must** obey the E-Z Pass speed limits. Travelers that violate the posted speed limit will be subject to a warning notice, suspension, or revocation of privileges.

NYS is not responsible for any traffic or parking tickets.

Fueling

The campus purchases gas for our campus pumps at NYS contract prices and as such all vehicle gas tanks must be filled on campus upon returning. 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 Management Department. These pumps can be accessed using your CobyCard ID.

A Wright Express Fleet credit card is included in the vehicle packet for fuel purchases outside the Cobleskill area only.

The Wright Express Fleet credit card can be used at 90% of U.S. retail fuel locations.

- Only fuel may be purchased with the Wright Express Fleet 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 purchased 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.
- Personal use of fuel is strictly prohibited.

Fueling instructions are available in the orange Fleet Vehicle Information flyer in the vehicle packet.

Breakdown Procedures

In the event of a mechanical failure during regular office hours, please contact the Facilities Management Department at 518-255-5228 for instructions.

If a problem occurs outside office hours, please call 1-866-544-5796.

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.

If you have any questions on travel procedures, please call the Facilities Management Department at 518-255-5228. Questions regarding reimbursement for mileage, travel expenses, or accident reports should be directed to the Business Office at 518-255-5626.

***FAILURE TO COMPLY WITH ANY COLLEGE FLEET POLICIES MAY RESULT IN
SUSPENSION OF TRAVEL PRIVILEGE.***

Attachment 1

Liability Exposure While Driving on SUNY Business

Event	Driver's Medical	Damage to Vehicle	Damage to Other Vehicle	Other Bodily Injury
Student Drives his/her Own Vehicle	<ul style="list-style-type: none"> No-fault up to \$50K Student health insurance 	<ul style="list-style-type: none"> Collision on student auto insurance Third party auto insurance if at fault 	<ul style="list-style-type: none"> Student Auto Insurance 	<ul style="list-style-type: none"> No fault of injured party for medical bills Student Auto Insurance Owner of vehicle's insurance (if different)
Faculty/Staff Drive Their Own Vehicle	<ul style="list-style-type: none"> Worker's Compensation (primary): WC will take a lien on No-fault insurance coverage (second); Personal health Insurance (third) 	<ul style="list-style-type: none"> Faculty/Staff Auto Insurance 	<ul style="list-style-type: none"> Faculty/Staff Auto Insurance 	<ul style="list-style-type: none"> No fault for medical bills; for liability Faculty/Staff auto insurance is primary; \$17 POL secondary (excess)
Student Drives State Owned Vehicle	<ul style="list-style-type: none"> Worker's Comp.(if employee) State no-fault coverage to \$50K Student's health Insurance 	<ul style="list-style-type: none"> SUNY campus or System pays for repairs, if the student driver is at fault. 	<ul style="list-style-type: none"> State Self Insurance: OGS notified and generally pays property damage 	<ul style="list-style-type: none"> State Self Insurance: OGS handles program with up to 25K in settlement authority – above this, suit filed in Ct. of Claims or NYS Supreme Court with §17 coverage
Faculty/Staff Driving State Owned Vehicle	<ul style="list-style-type: none"> Workers compensation (primary) State no-fault up to \$50K Personal health insurance 	<ul style="list-style-type: none"> SUNY campus (or System) pays for repairs, if the SUNY driver is at fault. 	<ul style="list-style-type: none"> State Self Insurance: OGS notified and generally pays for property damage 	<ul style="list-style-type: none"> State Self Insurance – see above
Student Driving RF owned vehicle on RF business	<ul style="list-style-type: none"> Worker's Comp/ No-fault coverage on vehicle Personal Insurance 	<ul style="list-style-type: none"> RF Insurance 	<ul style="list-style-type: none"> RF Insurance 	<ul style="list-style-type: none"> RF Insurance
Faculty/Staff Driving a RF Owned Vehicle on RF business	<ul style="list-style-type: none"> Workers compensation No fault on vehicle Personal Insurance 	<ul style="list-style-type: none"> RF Insurance 	<ul style="list-style-type: none"> RF Insurance 	<ul style="list-style-type: none"> RF Insurance

Event	Driver's Medical	Damage to Vehicle	Damage to Other Vehicle	Other Bodily Injury
Student driving rental car paid for with personal credit card	<ul style="list-style-type: none"> No fault under rental car insurance to \$25K No fault under Personal Auto Insurance Personal Health Insurance 	<ul style="list-style-type: none"> Collision Damage Waiver (CDW) State agency (campus) 	<ul style="list-style-type: none"> Rental car insurance Personal Auto Insurance \$17 excess or Ct. of Claims if State is sued 	<ul style="list-style-type: none"> Rental car insurance to \$25/50K limit* ; Personal insurance, \$17 excess
Faculty/staff driving rental car paid for with personal credit card	<ul style="list-style-type: none"> Worker's Comp. Rental car no-fault insurance No-fault under Personal Auto Ins. Personal health insurance 	<ul style="list-style-type: none"> CDW State agency (or campus) 	<ul style="list-style-type: none"> Rental car insurance Personal auto insurance \$17 excess or Ct. of Claims if State is sued 	<ul style="list-style-type: none"> Rental car insurance to \$25/50K limit* is primary; Personal insurance and \$17 excess/or Ct. of Claims
Student driving rental car paid for directly with state funds via corporate credit card*** or purchase order	<ul style="list-style-type: none"> Worker's Comp (if employee) Rental car no-fault. Corporate Card provides Accident insurance 4. Personal Health insurance 	<ul style="list-style-type: none"> Rental car insurance Citibank Visa Card Insurance covers CDW Personal Auto insurance Agency/campus 	<ul style="list-style-type: none"> Rental car insurance Personal Insurance \$17 excess or Ct. of Claims if State sued 	Rental car insurance to \$25/50K limit*, then Personal insurance, then \$17 excess/or Ct of Cl.
Faculty/staff driving rental car paid for directly with state funds – via corporate card or purchase order	<ul style="list-style-type: none"> Workers compensation Rental car No fault coverage Personal Health Insurance 	Enterprise: purchase CDW or Citibank Visa if used provides CDW Other credit cards – purchase damage waiver protection (see above for order)	<ul style="list-style-type: none"> Rental car insurance Personal Auto Insurance \$17 excess or Ct. of Claims 	<ul style="list-style-type: none"> Rental Car insurance to 25/50K limit* Personal Insurance, \$17 excess
Hired bus/coach	<ul style="list-style-type: none"> Bus Co. insurance or File suit ag. Transport company; Personal health insurance 	Bus company's insurance	Bus company's insurance	Bus company's insurance

Note: In all instances (unless noted otherwise) it is assumed that that activity (while driving) is for the purpose of official state business

* In New York State

** In any instances where a student is driving, it is assumed that student is an employee or a volunteer for SUNY

*** NYS has a contract with Citibank Visa for corporate travel credit cards. The State contract provides the insurance coverage which accompanies the use of the credit card on official travel and includes CDW, baggage insurance and travel accident insurance up to \$350,000 per incident which covers injuries to the driver and rental car passengers.