

ST. LAWRENCE UNIVERSITY

VEHICLE POLICY

Revised June 12, 2026

St. Lawrence University owns, maintains, and operates vehicles for the express purpose of conducting its mission as a liberal arts institution. The procedures for vehicle use are outlined in this policy.

All drivers of university-owned vehicles are required to complete training and must be recertified annually. This policy outlines the approval and training processes as well as the responsibilities of drivers.

Policy Responsibility:
Safety & Security Department
315-229-5554/7777/5010

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1. **Assigned Use of University Vehicles**

University vehicles are assigned by Facilities Operations staff on a first come – first serve basis. Academic programs, athletic activities, and administrative offices are urged to contact Facilities Operations to establish vehicle reservations one calendar year in advance.

Certain special events such as Board of Trustee meetings, Laurentian Leadership Weekend, Alumni Weekend, Commencement and Official University Breaks will be prioritized over other requests.

The University has a special needs van that seats three and is handicapped-accessible. This van is to be used only upon special request.

Vehicles may be used for official University business only.

Smoking is prohibited in university vehicles.

Usage of Mobile Devices is prohibited in vehicles.

2. **General Use Guidelines**

a. **Short Trips**

The use of rental or University vehicles for trips of 25 miles or less is discouraged. It is more effective to use one's personal car than to tie up a University vehicle. It is recognized that field trips are an exception.

- **Trips Originating in Canton**

First choice is to use a University vehicle. Second choice is to rent from a local dealership. Campus Support Services has a current list of dealerships.

- **Trips Originating Outside Canton**

Select a rental agency serving the area you will be traveling in. Campus Support Services has information on agencies with which the University currently has discount contracts. Choose the most economical car and least expensive options consistent with your needs.

b. **Long Trips**

No trip greater than 1,000 miles round trip shall be taken with University or rented vehicles without prior approval from the Vice President of the person needing the vehicle.

3. **Driver Authorization and Approval**

The driver of a University vehicle must be approved certified driver (faculty, staff, and students). Approvals are processed annually by October 15th for faculty, staff, and students through the office of Safety and Security. ALL students and ALL van drivers (faculty, staff, and students) must successfully complete a SLU Driver Training Program. Authorization forms must be renewed annually but driver training, if required, only needs to be successfully completed once.

All drivers of University vehicles must fill out and complete the requirements of the Driver Authorization Form in its entirety. The department chair or department head must sign the Driver Authorization Form. This form is available at Safety and Security Office or at Driver Authorization Form:

<http://www.stlawu.edu/safety-and-security/resource/drivers-authorization-form>

The completed form must be returned to Safety and Security

Safety and Security will conduct driver training (for ALL students and ALL van drivers) and perform a Department of Motor Vehicles check of your driving record (additional details below). If satisfactory, Safety and Security will approve and submit the Driver Authorization form, along with a copy of your license, to the Director of Safety and Security for final approval. After final approval, Facilities Operations will be promptly notified, and you will be officially authorized to drive a St. Lawrence University vehicle.

Driver Eligibility Requirements

To be authorized to operate a University vehicle, drivers must meet the following requirements:

- a. Be at least 18 years of age or older.
- b. Be employed by the University (or sponsored by a senior officer of the University, vice president or higher).
- c. Possess a valid United States or Canada driver license.
- d. Individuals without a US/Canadian driver's license must obtain one through the New York State Department of Motor Vehicles
- e. St. Lawrence University Students must successfully complete the University driver training program.
- f. All van drivers must successfully complete the St. Lawrence University van driver training program.

- g. All drivers must have a satisfactory driving record (please see MVR review below)
- h. All drivers must review and acknowledge the **Mobile Technology Device While Driving Procedures**, please see appendix C.
- i. Individuals renting a vehicle under the University' name must be 21 years of age or older.

Motor Vehicle Record (MVR) Review

Prior to authorization to operate a University vehicle, Safety and Security will evaluate each driver's Motor Vehicle Record (MVR) and compare it against uniform evaluation criteria to determine whether the driver:

- Has a safe driving record?
- Requires additional training.
- Or should not be approved for driving duties.

By reviewing these records annually during the approval process, the University reduces the risk of vehicle accidents and injuries, minimizes potential liability for accidents involving injury or property damage to others, and ensures compliance with applicable state and federal driver qualification requirements for commercial vehicle operation.

For individuals **holding a New York State driver's license**, Safety and Security will obtain and review the driving record directly on the applicant's behalf.

For individuals who **do not hold a New York State driver's license**, the applicant must provide a recent certified driving record (abstract) to Safety and Security prior to approval.

Motor vehicle records must include a minimum three-year driving history, or a complete driving abstract if the available history is less than three years.

These records will be used as part of the annual authorization process to support safe driving practices and informed approval decisions.

Drivers with marginal driving records may be approved with conditions, counseled on safe driving expectations, and subject to more frequent monitoring. Drivers with poor driving records will not be authorized to operate University vehicles.

Motor vehicle records will be retained in the employee's personnel file.

A poor driving record includes, but is not limited to, any of the following within the past three years:

- Conviction for an alcohol- or drug-related driving offense
- A serious moving violation, such as excessive speeding, reckless driving, or careless driving
- Any combination of three or more minor moving violations, at-fault accidents, or preventable accidents
- License suspension, revocation, or administrative restriction
- Leaving the scene of an accident, as defined by state law
- Being at fault in a fatal accident
- Felony involving the use of a motor vehicle.

Contact Safety and Security at 5555 if you have any questions.

4. **Student Drivers**

The use of student drivers is discouraged for insurance reasons. When there is no choice, the following apply:

- a. The student must be an approved St. Lawrence University driver (see above).
- b. Student drivers on overnight trips MUST have an advisor in the vehicle, or, if that is not possible, prior to the trip, a letter of approval by a senior officer of the University (vice president or higher) must be on file at facilities operations.
- c. As much control as possible should be exercised by the faculty or staff members to ensure safe and proper driving habits.
- d. Everyone should understand the insurance liability (see “Insurance Coverage” below).

5. **Insurance Coverage**

- a. University vehicles are covered by University insurance for liability. There is limited physical damage coverage on newer vehicles.
- b. For personal vehicles, your own vehicle’s insurance precedes University insurance coverage. If a claim were to be made, it would be against the insurance company insuring the vehicle first. The University’s liability insurance might commence only if the vehicle’s liability coverage was not sufficient to cover the claim. Therefore, when using your own personal vehicle on official

University business, it is important to make sure you have sufficient insurance in effect.

- c. For rented/hired vehicles in the United States or Canada, the University has insurance which covers liability and physical damage. Certificates of insurance providing proof of this coverage are available by contacting Campus Support Services. When renting vehicles, you should decline the insurance they offer. For rentals outside of the United States and Canada, liability insurance and physical damage insurance must be purchased.
- d. See Appendix A for a statement of the University's insurance policy.

6. **Procedure For Procurement and Use of Vehicles**

The following is the procedure for procuring a University vehicle once you have become an approved certified driver: Only the person indicated as driver on the Vehicle Request/Approval Form is permitted to drive the vehicle.

Request(s) for the use of a University vehicle must be requested using the **Vehicle Request/Approval Form:**

<http://www.stlawu.edu/facilities/form/fleet-rental-form> Please indicate the type of vehicle requested—sedan, van, minivan, or special needs van. Provide all the requested information; otherwise, there will be a delay in processing the vehicle request form. A two-week minimum is required when requesting a University vehicle. Departments requiring a University vehicle for a semester or academic year should forward their schedules to Facilities Operations as soon as possible.

A University vehicle should not be parked overnight at airports or train stations awaiting the return of the driver. The vehicle pool is too small to have vehicles tied up in this manner. If that is not possible, prior to the trip, a letter of approval by a senior officer of the University (vice president or higher) must be on file at facilities operations.

After Facilities Operations has reviewed the form, the requester will be notified within two days via phone or e-mail regarding the status of the vehicle request. If a University vehicle is available, a trip request/approval form will be processed with an assigned University vehicle ID number.

If you wish to cancel your reservation, change your reservation date, or use the vehicle longer than the agreed upon time, you must call facilities operations at extension 5601 to confirm.

When you pick up the vehicle, you will be required to inspect the body for dents, scratches, or other damage, and confirm damage on the form provided. This is particularly important since it prevents your department from being charged for damage you did not cause. Please allow time for this inspection when you pick up the vehicle. You should follow this same procedure when renting vehicles.

Once in the car, adjust the seat, mirrors, and steering wheel so you can drive comfortably and safely. Be sure to record all your mileage on the form provided; and of course, all passengers must wear seat belts.

There is a Seat Belt Law in the State of New York. If you are stopped and ticketed for not wearing a seat belt, the ticket will be your personal responsibility. This also applies to New York State Law regarding cell phones, electronic devices and texting use while operating a motor vehicle. This is in keeping with the present University.

policy that users of University vehicles are responsible for any tickets or penalties associated with driving and parking violations.

Facilities Operations strives to keep its motor pool vehicles in good condition at all times. If you experience problems with any vehicle, please note problems or comments regarding the University vehicle on the Vehicle Request/Approval Form.

Upon completion of trip, return vehicle and fill it with gas per instructions on the Facilities Operations gas tank, park in Facilities parking area, lock vehicle and return key(s) and paperwork to the Facilities Operations office on Monday through Friday from 7:30 a.m. to 4:00 p.m. or drop the key and paperwork in the drop mailbox, which is located on the left side of the entrance door. When returning to the University vehicle, all debris is to be removed. To accommodate the driver, gas credit cards will be provided. It is especially important to turn any gas credit card receipts into Facilities Operations.

If the vehicle has been assigned to a department for a month or longer, gas credit card slips must be turned into the Facilities Operations office on a weekly basis.

The department will be charged for mileage etc. using the account number that was provided on the Vehicle Request/Approval Form. It is particularly important to record mileage.

Vehicle pickup must occur during Facilities Operations' working hours, Monday through Friday (7:30 a.m. – 4:00 p.m.) ONLY. Please adjust the vehicle request pickup time accordingly. There is one available for after-hours pickup.

Facilities Operations will provide the key(s) and paperwork along with a packet that contains the following items:

- a. Attorney letter for traveling into Canada.
- b. Accident report kit
- c. Insurance cards – USA and Canada
- d. Gas credit card
- e. Written procedure on vehicle breakdowns
- f. New York State map
- g. AAA Membership Card (located inside the packet on the lower left-hand side pocket) indicating the membership number and appropriate telephone number to call.

A driver of a University vehicle who picks up the assigned vehicle can park their personal vehicle in the slot from which the University vehicle has been removed.

Upon return of a University vehicle, after filling it with gas at the SLU Facilities gas pump per instructions on the pump, it is to be parked in its assigned parking area only.

To accommodate the driver, gas credit cards will be provided. It is particularly important to turn any gas credit card receipts into Facilities Operations upon the return of the trip or on a weekly basis if the University vehicle has been scheduled for a period of time.

Occasionally, if the vehicle pickup or return times cannot be scheduled during working hours, special arrangements can be made with the facilities operations office.

Key(s) and paperwork are to be returned to Facilities Operations only. If the University vehicle is not returned during working hours, the department is responsible for the vehicle until a Facilities Operations employee can process a vehicle visual check.

Vehicle Failure – If a University vehicle fails to operate properly during business hours within the campus area, the driver must immediately contact AAA and then the Facilities Operations office at 315-229-5601, which will provide appropriate action. If a University vehicle fails to operate properly outside the local campus area, the driver must immediately contact AAA and then Facilities Operations at 315-229-5601 for instructions and/or authorization. If failure occurs after office hours or on weekends, the driver should contact the Safety and Security office at 315-229-5555 so that a Facilities Operations representative can be contacted.

Return of vehicles – The driver shall return the vehicle to its proper location (on University premises) no later than the time designated on the Vehicle Request/Approval Form. Contact the Facilities Operations office if delay is anticipated. Drivers should note problems or comments regarding the University vehicle on the trip request/approval form. Please lock the University vehicle upon return to campus.

Accident/Damage Report – The driver is required by law to report any accidents or damage to his/her assigned vehicle. In the case of an accident, a police report is required. For additional information on this subject, contact Campus Support Services at 315-229-5907/5913 or Safety and Security at 315-229-5555. All accidents and damage to vehicles must be reported to Safety and Security

7. **Car Rentals**

See “**Travel, Entertainment Policy.**”

<http://www.stlawu.edu/business/travel-guard-information> Also if a University vehicle is not available, the University currently has a contract with Enterprise in Potsdam, and they can be reached at 315-265-0700. The University also has a national contract with Marathon Travel, phone # 1-877-879-2142, for all vehicle rental and travel needs.

8. **Air Travel**

See “**Travel, Entertainment Policy.**”

<http://www.stlawu.edu/business/travel-guard-information>

9. **University Assigned Vehicles**

The University has assigned vehicles to various departments where vehicle use has been deemed so frequent or unique that the dedication of a vehicle to the department makes sense. All vehicle rules with respect to driver eligibility and vehicle use apply equally to department assigned vehicles. Assigned vehicles are to be used only for the express purpose of the assignment.

With respect to operation and maintenance, assigned vehicles are to be returned to Facilities Operations after each 3,000 miles or 6 months, whichever comes first. At the first sign of a mechanical problem, the vehicle must, of course, be returned to Facilities Operations. With respect to all assigned vehicles, the department chair or department head is responsible for meeting all the proper maintenance, use, and driver eligibility requirements.

10. **Passenger Van Restrictions**

ALL van drivers MUST be trained and certified by Safety and Security staff. Drivers and passengers MUST wear seat belts. The driver is responsible for enforcing the mandatory use of seat belts. Care should be given to try and spread the overall load of the van as evenly as possible. Maximum capacity of vans is to be 11, including the driver. No roof racks are to be used. Use extra caution when driving and obey the speed limit and highway caution signs posted.

APPENDIX A

Employees authorized to travel on University business who must use their private automobile because of a shortage of University vehicles should understand that in case of an accident, the employee's insurance carrier is responsible for any and all damage to the extent of their policy. If the extent of liability exceeds the employee's insurance coverage, the University's automobile insurance carrier may cover the balance of the liability to the extent of its coverage.

If the employee's car is damaged in a collision, the University may reimburse the employee for the deductible amount, up to \$200.00. In the event that an employee does not have collision coverage on his or her automobile, the University may pay up to the maximum of \$200.00.

Note: If you use your personal car for University business it would be wise to make sure you have adequate coverage. The University carries physical damage coverage (comprehensive collision) on University vehicles and non-owned, borrowed, or rental vehicles which are rented in the United States or Canada. This coverage does not apply to vehicles rented outside United States or Canada; therefore liability insurance and physical damage insurance must be purchased as required by that country.

APPENDIX B

Reimbursement Rate

The reimbursement rate for use of a personal car on University business is currently \$.50 per mile.

APPENDIX C

Mobile Technology Device While Driving Procedure

St. Lawrence is committed to promoting the safety of its Faculty, staff, and students and the public. Accident statistics show that using mobile devices while operating a motor vehicle can be highly distracting and significantly increases the risk of being involved in a crash.

For purposes of this procedure, **mobile devices** include, but are not limited to, cellular phones, smartphones, laptops, tablets, personal digital assistants (PDAs), navigation systems, and portable digital audio or video players.

This applies to **all faculty, staff, and students operating a university vehicle, or any other vehicle (including rented, leased, borrowed, or personally owned vehicles) while conducting university business.**

Procedure Requirements

Faculty, staff, and students must comply with the following requirements when driving on behalf of St. Lawrence University:

j. Compliance with Laws

Faculty, staff, and students must comply with all applicable federal, state, and local laws and regulations regarding the use of mobile technology while driving (the Governors Highway Safety Association maintains a list of state and local restrictions on cellular phone use).

k. Handheld Device Prohibition

The use of handheld mobile devices while operating a motor vehicle on University business is strictly prohibited.

l. Hands-Free Device Use

Use of hands-free mobile devices while driving is discouraged and should be reserved for emergencies. Faculty, staff, and students should avoid making or receiving calls while operating a vehicle. If communication is necessary, calls should be brief and limited. Faculty, staff, and students are encouraged to pull over and park safely before placing or returning calls.

m. Prohibited Activities While Driving

The following activities are strictly prohibited while operating a motor vehicle on University business:

- Sending, reading, or responding to text messages or emails
- Dialing a cellular phone or manually entering phone numbers

- Accessing applications, browsing the internet, or reviewing documents
- Viewing or streaming videos or other visual media
- Entering or retrieving data from laptops, tablets, navigation systems, or other electronic devices
- Any activity involving a mobile device that distracts attention from safe vehicle operation.

5. GPS / Navigation Systems

Navigation systems or mapping applications should be programmed before the vehicle begins moving. Faculty, staff, and students should not enter or adjust navigation information while the vehicle is in motion. If changes are necessary, the driver must safely pull over and park before making adjustments.

6. Safe Driving Expectations

Faculty, staff, and students are expected to give their full attention to driving at all times. If you need to use a mobile device for any reason, you must first safely pull over and park the vehicle in an appropriate location.

7. Accident Reporting and Violations

Faculty, staff, and students involved in a motor vehicle accident while conducting University business must follow established accident reporting procedures. Accidents that occur while an employee is using a mobile device in violation of this document may be considered preventable incidents.

Failure to comply with this procedure may result in disciplinary action.

Acknowledgement

I acknowledge that I have received, read, and understand the Company's **Mobile Technology Device While Driving Procedure**. I agree to comply with the requirements outlined in this document and understand that failure to do so may result in disciplinary action.

Name: _____

Signature: _____

Date: _____