

# **ST. LAWRENCE UNIVERSITY**

## **VEHICLE POLICY**

***Revised August 23, 2013***

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

All drivers of University-owned vehicles must be approved annually. Certain drivers are required to complete training, depending on the category of driver and the type of vehicle to be used. 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, and Commencement will be prioritized over other requests.

The University has a special needs van that seats six 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.

## 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 an 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 the driver training (for ALL students and ALL van drivers) and perform a Department of Motor Vehicles check of your driving record. 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.

Requirements are as follows:

- a. 18 years of age or older.
- b. Employed by the University (or sponsored by a senior officer of the University, vice president or higher).
- c. Valid United States or Canada driver license. Those individuals not having a US/Canada Driver's License must go to New York State Department of Motor Vehicles to obtain one. Contact Safety and Security at 5555 if you have any questions.
- d. St. Lawrence University students must have successfully completed the University driver training program.
- e. All van drivers must have successfully completed the St. Lawrence University van driver training program.

- f. No more than one conviction or at-fault accident within the last year.
  - No consistent pattern of accidents or convictions
- g. Those who rent a vehicle under the University's name must be 21 years of age or older.

#### 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 member to insure 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've 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 completed on a "Vehicle Request/Approval Form" in its entirety and faxed to extension 5721 or mailed via campus mail to facilities operations. All vehicle requests must be requested on 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 of 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, e-mail, or fax 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 5602 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 very important, since it prevents your department from being charged for damage you didn't 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 phone, 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 a University vehicle, all debris is to be removed. To accommodate the driver, gas credit cards will be provided. It is very important to turn any gas credit card receipts in to Facilities Operations. If the vehicle has been assigned to a department for a month or longer, gas credit card slips must be turned in to 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 very important to record the 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.

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 very important to turn any gas credit card receipts in to 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 policy 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. The rear seats of all 15 passenger vans have been removed and are not to be used. The space vacated by removal of the rear seat cannot be used to accommodate additional luggage. 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.

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## 11. 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 damages 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.

## 12. APPENDIX B

### Reimbursement Rate

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