

**State Vehicle Use Policy**

APPROVED BY POLICY COMMITTEE 9/30/2024

Effective Date 9/30/2024

(Impact Area – Dept Name)	(General Subject Area)	(Specific Subject Area)
SUNY Morrisville *Morrisville Campus *Norwich Campus *EOC	<b>Author:</b> Vice President for Administration and Finance	<b>Supersedes Policy #</b> ADMIN-102 with effective date of 4/8/22
<b>Relates to Procedure #</b>	<b>Impact:</b>	
<b>Legal Citation (if any):</b>		
<b>SUNY MORRISVILLE</b>		

**Policy Purpose**

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The purpose of this policy is to set forth the requirements applicable to all drivers of SUNY Morrisville owned, leased, or rented vehicles or of personal vehicles while on college business. This policy is intended to ensure the safety of drivers, passengers and the public as well as minimize losses, damages, and claims against the College.

**Driving a SUNY Morrisville owned, leased, or rented vehicle is a privilege and the College reserves the right to deny, suspend, or revoke the driving privileges of any driver in the event the driver fails to meet the qualifications set forth in the policy.**

**Driver Eligibility:**

Drivers must be at least eighteen (18) years of age, have a valid US driver’s license, or an International Driving Permit (IDP) issued by either the American Automobile Association or American Automobile Touring Alliances National Automobile Club. Drivers are required to immediately report any change in license status (e.g., convictions, suspensions, revocations, etc.) to their supervisor and New York State University Police.

Motor Vehicle Record Standards:

The College reserves the right to deny, suspend or revoke the driving privileges to operate a college owned, leased, or rented vehicle based on the initial or subsequent review of an employee's motor vehicle record per the eligibility requirements listed below. Employees with the following violations are ineligible to operate a college owned, leased, or rented vehicle for two (2) years from the date of the most recent violation:

- Leaving the scene of a personal injury or property damage auto accident.
- Reckless Driving
- Driving While Intoxicated (DWI) or Driving While Ability Impaired (DWAI) alcohol or drugs.
- Vehicular homicide or assault.
- Participating in an unlawful speed contest.
- Eluding or attempted eluding of a police officer.
- Operating a vehicle with a suspended or revoked license.
- Using a motor vehicle in the furtherance of committing a crime.
- Unauthorized Use of a Motor Vehicle as defined in section 165 of the NYS Penal Law.
- Permitting unlicensed operator.
- Two (2) or more at fault accidents or moving violations in the preceding 24 months may result in denial or revocation of college vehicle driving privileges.
- Other violations not listed above are subject to denial based on incident review.

No employee is authorized to operate a college owned, leased, or rented vehicle with a "probationary", "court restricted", or "junior" license.

*Note: The listed violations must be convictions.*

Employees Required to Drive:

Employees required to operate a College motor vehicle as part of their employment are subject to the same eligibility requirements in the *Motor Vehicle Record Standards* section of this policy and will automatically be enrolled in the NYS Department of Motor Vehicles License Event Notification Service (LENS) at the time of appointment. LENS notifies the New York State University Police when an enrolled employee receives any license activity (accidents, suspensions, convictions, expirations, etc.)

Prospective employees who require a driver's license as part of their College employment may be offered conditional employment contingent upon the results of a Motor Vehicle Records check.

Passengers:

All passengers must be participating in a college business or sponsored activity or event at the time they are traveling in a college owned, leased, or rented vehicle. Passengers shall be limited to other employees or students unless authorized by the responsible employee's supervisor. Police vehicles are excluded from this guideline while on official duty.

Vehicle Use:

Drivers must comply with the following when operating a college owned, leased, or rented vehicle:

- Operate vehicles in accordance with all applicable college, local, state, and federal laws.
- Immediately report any vehicle accident to their supervisor and the New York State University Police. Failure to report an accident may result in suspension/revocation of college authorized driving privileges.
- No smoking or use of tobacco in accordance with NYS Clean Indoor Air Act.
- Assume responsibility for all operator related traffic violations, including parking citations.
- Unauthorized use of college owned, leased, or rented vehicles for non-authorized purposes may result in suspension/revocation of college authorized driving privileges.
- Possession and/or use of alcohol, illegal drugs or other intoxication substances in the vehicle is prohibited.
- Other than official service animals, or a Police K-9, pets are prohibited in the state-owned vehicles.

Fleet Vehicle Use:

In addition to the uses outlined above, the following is required when utilizing college fleet vehicles:

- Routine vehicle maintenance will be arranged through the Office of Facilities.
- Vehicle registration, insurance and inspection will be the responsibility of the Office of Facilities.
- Vehicle operators are responsible for inspecting the vehicle at the beginning and end of their work hours. Any issues shall be immediately reported to their supervisor.
- Fuel receipts, logbooks, EZ Passes, and any other applicable vehicle documentation/items shall be regularly reviewed by the employee's supervisor.

Personal Vehicle Use:

Employees who drive their personal vehicle for college business or other college activity are responsible for their own safety as well as their passengers. The college takes no responsibility for the operation or operating condition of personal vehicles and expects drivers of personal vehicles to comply with local, state, and federal laws.

Process for Suspending/Revoking Driving Privileges:

Authorized drivers may have their college vehicle driving privileges suspended/revoked for failing to comply with the provisions in this policy. In the event of a Motor Vehicle Record violation, the New York State University Police will provide written notification to the driver, their supervisor, and the Office of Human Resources of the employee's suspended/revoked driving privileges. Verbal suspension/revocation of an employee's driving privileges is authorized in extenuating circumstances but must be followed-up in writing within 48 hours as described above.

## Applicable Legislation and Regulations

NYS Penal Law section 120, 125, 160.

NYS Vehicle & Traffic Law

Related References, Policies, Procedures, Forms and Appendices**PROCEDURES:**Authorization:

Prior to authorizing a College employee's request to utilize a state owned, leased, or rented vehicle, their supervisor shall contact the New York State University Police, who will conduct a review of the driver's record through the NYS Department of Motor Vehicles covering the most recent three (3) year period. The New York State University Police will communicate the approval/denial, to the Property Control Office, who will then notify the requesting employee and their supervisor.

Authorized Drivers:

**Employees:** Employees who meet the driver requirements in the previous section are authorized to operate college and rental vehicles for purposes of college business.

**Students:** Enrolled students who meet the driver requirements are authorized to operate college and rental vehicles only under specific circumstances and with appropriate prior approval.

**Student employees:** When required to carry out their job responsibilities, student employees who meet the driver requirements may be permitted to use golf carts, utility vehicles, or Facilities' fleet vehicles. Applicable training related to these limited use vehicles is required prior to the operation of the vehicle.

**Official volunteers:** Official college volunteers who meet the driver requirements and are formally registered with the Human Resources Office are permitted to operate college, rental, or personal vehicles on college business as described in this policy.

Accident Procedure for Drivers:

All college owned vehicles are covered under a state automobile insurance policy. It is the responsibility of the Business Office to instruct the Bureau of Insurance at OGS to add the vehicle to the state's fleet coverage upon acquisition. All accidents should be immediately reported to the Business Office and the New York State University Police, but no later than 24 hours after the incident. If for some reason the operator is unable to report the accident, it is the responsibility of the operator's immediate supervisor to report the accident. It is also the driver's responsibility to report (within 10 days) any accident occurring in New York State which causes death, personal injury, or damage exceeding \$1,000 to the NYS Department of Motor Vehicles. A completed OGS MV-104 Motor Vehicle Accident Report using SUNY Morrisville name and address, as the agency's vehicle owner shall be sent to the Business Office, New York State University Police and:

NYS Department of Motor Vehicle  
Accident Records Bureau  
PO Box 2925  
6 Empire State Plaza  
Albany, N.Y. 12220-0925

Contact Information

Property Control Office  
Johnson Service Building  
Morrisville, NY 13408

Phone: (315) 684-6107

Vice President for Administration and Finance  
5<sup>th</sup> Floor, Whipple Administration Building  
Morrisville, NY 13408

Phone: (315) 684-6885

University Police  
Brooks Hall, 1<sup>st</sup> floor  
Morrisville, NY 13408

Phone: (315) 684-6410