

# **Hartwick College Vehicle Use Policy**

The purpose of this policy is to set guidelines in the use of College owned, personal and rented vehicles. This policy applies to Hartwick College employees, students, and volunteers in all departments, programs and activities.

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## I. Purpose and Scope

The purpose of this policy is to set guidelines for the use of vehicles, whether College owned, personal and rented, for College-related activities as defined in this policy. This policy applies to Hartwick College employees, students, and volunteers in all departments, programs and activities.

The purpose of this policy is to establish requirements and procedures for ground transportation. This policy applies to

- College vehicles - any use of College vehicles, including those controlled by departments, offices and sanctioned groups.
- Personal vehicles - College faculty, staff, students or volunteers operating a personal vehicle for College-related business or activities as defined in this policy.
- Commercially rented vehicles - College faculty, staff, students or volunteers operating a rented vehicle for College-related business or activities as defined in this policy.

"College business" means actions undertaken by College employees (including faculty and student employees) or volunteers within the scope of their employment or authorization. Examples of College business include running errands for a department, attending a meeting off campus, and volunteering in the athletic department. Examples of travel that does not constitute College business include commuting to or from work or driving to voluntary social events hosted by the College.

"College-related activities" for purposes of this Policy means those authorized events, trips and activities that are

(1) Organized by College faculty or staff and required or mandatory elements of the related course, activity, or program, which may include travel for academic research;

(2) organized by a recognized student organization and formally approved by a College official;

(3) Field work as part of sponsored research; or

(4) Directly funded by the College.

Examples of College-related activities include:

- Student Volunteer Services trips or other volunteer or public outreach programs that are under the supervision and control of the College, whether as part of a credit-bearing course or not.

- required academic field trips that have on-site supervision by a College faculty or staff person
- Authorized trips by recreational sport clubs or other recognized College clubs or groups.

Examples of travel that generally **do not** constitute either "College business" or "College-related activities" include:

- commuting to and from the College
- optional, "enrichment" field trips
- travel by students to off-campus locations to engage in internships, externships, practice, or student-teaching
- attending (rather than participating in) a College athletic event and
- Student organization trips that have not been specifically funded, organized or approved by the College.

If you have any questions as to whether a given trip qualifies as "College business" or a "College-related activity," please check whether your question is answered in the Guidance for Implementation of Vehicle Use Policy, or contact the Director of Campus Safety.

## **II. General Policy on Type of Transportation Used**

Commercial transportation - chartered or public bus service, trains, and scheduled commercial air travel - is the safest form of transport. However, it is not always practical, because of reasons such as flexibility of scheduled service, destination, number of trip participants, and cost.

Certain departments have College-owned vehicles that may be available for use, including 12 passenger vans, which are subject to additional restrictions on use set forth in the attached Appendix (Passenger Van Safety). Cars, 12 passenger vans and trucks may also be rented through the College's contracted rental agency (see Section VII). Drivers also use personal vehicles on College business and in the course of College-related activities. Personal vehicle use is discussed under Section V.

### III. General Responsibilities

Unless otherwise noted, the following requirements apply to all covered vehicle use - both College and personal vehicles - as discussed under Section I. Additional responsibilities specific to certain types of drivers, vehicles or activities are discussed under Sections IV (College vehicles), V (personal vehicles) and the Appendix (Passenger Van Safety).

**A. Driver Conduct.** All drivers must comply with this and other College policies and regulations, and applicable traffic laws. This includes but is not limited to the following rules, which are included in a checklist intended to be printed out and carried in the vehicle:

1. Drivers must drive in a safe and courteous manner, paying special attention to pedestrians and cyclists.
2. Drivers must have a valid license in their possession.
3. Drivers and all occupants are required to wear seat belts.
4. No alcoholic beverages or non-prescribed controlled substances shall be present or consumed while traveling. No driver may drive while under the influence of alcohol or a non-prescribed controlled substance, or while taking prescription drugs that impair his or her ability to drive.
5. Smoking is not permitted in any College or rented vehicle.
6. Cell phones, radios, and texting devices may not be used by drivers while operating the vehicle.
7. Music and other noise inside the vehicle must be kept at reasonable levels, so as not to distract drivers or prevent them from hearing horns, sirens or other traffic noises.
8. For trips more than 200 miles total length (one-way) involving student drivers, two College-approved student drivers are required. For shorter trips, two approved student drivers are encouraged but not required. On long trips, student drivers must rotate every three hours, and no more than eight total hours of driving per driver can be completed during any one day. Student drivers are prohibited to operate a College-vehicle between 10:00 pm and 6:00 am without prior approval from the appropriate administrative official.
9. Drivers may not pick up hitchhikers.

10. Drivers must report to the appropriate supervisor or College official any physical or mental condition that may impair their ability to drive.

11. Drivers may not leave a running vehicle unattended. Unattended vehicles must be properly parked, with ignition off, brake set, and locked.

12. Drivers may not drive the vehicle "off road" unless

- Off-road travel is reasonably necessary to conduct the College business or College-related activity, and the vehicle is designed for off-road use,
- prior approval has been granted, or
- An emergency situation occurs.

13. Drivers must be mindful of the weather, and avoid driving during severe weather conditions, or whenever a State of Emergency is declared by a county or other government official.

14. Drivers are personally responsible for all traffic and parking violations, citations, and tickets, regardless of fault. Drivers must promptly report any citation or ticket received while driving on College business or for a College-related activity to the relevant supervisor or College official.

15. Drivers who are approved to drive on College business or for a College-related activity are personally responsible to report to the Director of Campus Safety, any of the following serious conditions that occur after the date College-related driving approval has been granted:

- *Conviction* for an alcohol and/or drug-related driving offense
- Refusal to submit to a Blood Alcohol Content (BAC) test
- *Conviction* for reckless driving
- *Suspension, revocation* or administrative restriction
- *Leaving the scene of an accident* as defined by state laws
- *At fault in a fatal accident*
- *Felony* committed involving a vehicle

16. Vans are subject to additional safety requirements, set forth in the Appendix to this policy.

17. Drivers may tow trailers only with specific departmental approval. Vans may **NOT** be used to pull trailers.

## **B. Driver Qualifications, Authorization and Driving Record Evaluation.**

1. *Driver Authorization.* Individuals must complete a driver authorization process before driving (a) a College vehicle or (b) in certain circumstances discussed in

Section V (B), a personal vehicle on College business or in the course of a College-related activity.

- *Driver Authorization Form.* The authorization process includes completion of a Driver Authorization Form, which requires certification by the driver of information regarding his or her driving history and other information. (The information required varies depending on the type of vehicle and driver.)
- Driver authorization is granted or denied based on the driving record of the individual and the information provided in the Driver Authorization Form as well as a license check (Motor Vehicle Records) through the state of license origination.
- The Director of Campus Safety or his designee will make the decision to approve authorization based on an acceptable, marginal or poor driving record. The decision is final and is based primarily on the driving record of the individual. Guidance may also be found in the Guidance for Implementation of Vehicle Use Policy.
- Driver licenses will be carefully examined prior to authorizing an individual to operate a College vehicle or personally owned vehicle consistent with this policy.
- Drivers with marginal driving records will be counseled and have their license monitored more frequently.
- Drivers with poor driving records will not be approved to operate a College owned or rented vehicle or a personally owned vehicle for College-related business.
- Drivers with poor driving records include those with one or more of the following violations:
  - Conviction for an alcohol and/or drug-related driving offense
  - Refusal to submit to a Blood Alcohol Content (BAC) test
  - Conviction for reckless driving
  - Any combination of three or more moving violations, "At Fault Accidents" or "Preventable Accidents" within the most recent three years
  - Suspension, revocation or administrative restriction within the last three years
  - Leaving the scene of an accident as defined by state laws
  - At fault in a fatal accident
  - Felony committed involving a vehicle
  - Three or more "Company Vehicle" physical damage claims in any twelve-month period

2. *Van Safety Training.* Anyone - faculty, student, or staff - driving a van on College business or for a College-related activity must first complete the Van Safety Training conducted by Campus Safety. Supervisors may exempt individual employees with significant experience driving vans from the safety training requirement with the concurrence of the Director of Campus Safety.

3. Drivers generally must be at least 19 years of age to drive a 7-passenger van, and 21 years of age to drive a 12 passenger van as described in the Passenger Van Safety Appendix.

## **IV. Use of College Vehicles**

### **A. General Requirements.**

1. Drivers may not use a College vehicle for personal use, including the transport of family members or friends for non-College business purposes.
2. Vehicle Safety Checks
  - a. College departments must have each vehicle inspected under the New York motor vehicle safety inspection program annually.
  - b. All drivers must perform a basic vehicle check before each trip. Drivers must confirm that the following parts and components are in good working order: brakes, steering mechanism, horn, windshield wipers/washers, rear-vision mirrors, lights, and tires. Drivers must report to their supervisor or the appropriate College official any mechanical defects or other problems found in any College vehicle.
  - c. Vehicles found to be in an unsafe condition may not be operated until properly repaired.
3. Campus Safety will maintain documentation of training of all approved drivers. Individual vehicle inspection and maintenance records will be maintained by the College department assigned the specific College vehicle.
4. Vans are subject to the additional restrictions set forth in the Appendix.

### **B. Use by Employees**

1. *Driver Authorization.* Any employee (including a student employee) must complete and submit to their first-line supervisor, a Faculty/Staff Driver Authorization Form (PDF) in order to be authorized to drive a College vehicle on College business or College-related activity. Drivers must update driver authorization information promptly by reporting to their supervisor. Changes in authorization information may result in revocation or suspension of the individual's authorization.
2. *Supervisor and Department Responsibilities.* Departments must collect, review and endorse Driver Authorization Forms for anyone requesting to drive a College vehicle. Supervisors must review the Forms and approve or deny the request in accordance with Section III (B) (1). The Driver Authorization Forms are then forwarded to Campus Safety for final review, drivers license check and authorization decision.

**C. Use by Students.** College vehicles may be used by students or student organizations for College business or College-related activities provided that the following conditions are met (in addition to all other applicable requirements of this policy, including the general requirements listed above):

1. For use by student organizations or clubs, the organization must be officially recognized by the College. The purpose of the trip or activity must be directly related to the stated mission or business of the organization.

2. *Driver Authorization.* The appropriate College official must give prior written approval for the use: the Director of Residence Life, Director of Athletics, Director of Student Activities, and Director of the Pine Lake Institute/Environmental Campus or their designees (as applicable). The designated student driver(s) must complete and submit a Student Driver Authorization Form (PDF) (see "Driver Authorization" under III (B)). If the vehicle to be driven is a 12-passenger van, the designated driver must also have successfully completed the Van Safety Training Course. It is recommended that more than one representative from an organization take the Van Safety training.

3. College departments such as Student Activities, Student Community Involvement and Volunteerism, Pine Lake Institute/Environmental Campus and Athletics, may impose additional authorization requirements and other restrictions on student drivers of College vehicles. Additional requirements may also be set for specific trips, such as academic field trips.

4. Travel is limited to the State of New York or to within a 200 mile radius of Oneonta unless specific written authorization is granted by the appropriate College official. Authorizations are for travel directly to and from the designated destination(s). Rest stops may be made as long as they occur on the direct route or, if deviation is necessary, as close to the direct route as possible.

5. *Department/Club Advisor/Other Employee Responsibilities.* Departments, club advisors or other College employees authorizing student-use of College vehicles must collect, review and endorse Driver Authorization Forms for any student driving or requesting to drive a College vehicle in accordance with Section III(B)(1). Unauthorized use of College vehicles may result in sanctions or penalties imposed at a department and/or College level by appropriate College authorities.

## V. Use of Personal Vehicles

In addition to the general requirements for vehicle use, the following applies to the operation of personal vehicles for College business or College-related activities.

A. *Insurance.* In the event of an accident involving a personal vehicle, even if occurring while driving on College business or College-related activities, the vehicle owner's insurance policy serves as the primary source of coverage for personal liability and collision damage. Therefore, personal vehicles may not be driven on College business or for College-related activities unless they are covered by current liability insurance. If the driver is not the owner of the vehicle, he or she must be a covered or permitted driver under the insurance policy (for example, insurance policies generally cover drivers who have the vehicle owner's permission to drive the vehicle).

B. *Driver Authorization.* Faculty, employees, and students must complete and submit to the appropriate official (see D below) a Driver Authorization Form (Faculty/Staff Driver Authorization Form) (PDF) or Student Driver Authorization Form (PDF) prior to driving a personally-owned vehicle to drive (other) students or employees on College business or for a College-related activity or

Drivers requesting authorization for use of personal vehicles for College business or College-related activities must confirm that:

- the driver has a valid driver's license;
- their personal vehicle is properly covered by auto insurance including adequate limits for Uninsured Motorists (UM) and Underinsured Motorists (UIM);
- they possess a certification of vehicle insurance and that the condition of the vehicle is up to appropriate safety standards as established by NYS Dept of Motor Vehicles and Section IV(A)(2b) of this policy, and contains a valid inspection certificate if applicable in the State of origin;
- all information about their driving history has been provided,
- the driver has read and agrees to comply with this policy;
- Only Hartwick College-approved drivers are authorized to operate the personal vehicle during the specific College business or College-related activity.

C. College departments including Student Activities, Student Community Involvement and Volunteerism, Pine Lake Institute and Athletics, may impose additional requirements and restrictions on use of personal vehicles.

D. *Department Responsibilities.* Departments must collect, review and approve Driver Authorization Forms for anyone requesting to drive a department

vehicle. Supervisors must review the Forms and endorse the request in accordance with Section III(B)(1) before forwarding to the Campus Safety Director for final review and approval.

Departments are NOT responsible for ensuring that all drivers of personal vehicles covered by this policy submit Driver Authorization Forms -- **submission of Driver Authorization Forms is the driver's responsibility** -- but departments should make reasonable efforts to promote awareness of this policy. The College's Campus Safety Director may be contacted for guidance or training in reviewing Driver Authorization Forms.

Anyone driving a College vehicle (or a personal vehicle where reimbursement will be sought) that is not an authorized driver or does not have permission to drive a College vehicle (or a personal vehicle where reimbursement will be sought) is personally responsible for any and all damages and liabilities with said unauthorized use. The individual will not be indemnified by the College and the College may take action against an individual to recover its loss.

## VI. Auto Accidents

Procedures for reporting accidents are set forth below. Insurance coverage and liability are discussed in section VIII.

A. Contact the Oneonta City Police if off campus locally (607-432-1111) or the New York State Police if outside the City of Oneonta (607-432-4311 or 911). If on campus, call Campus Safety, (607-431-4111). If traveling out of state, call 911 or the State Police in the area.

B. In addition to any outside police agency, employees and students **must** contact Campus Safety (607-431-4111) to report the accident as soon as possible and no later than 24 hours after the accident and complete or cause to be completed the Auto Accident Report Form located in the glove compartment (in College vehicles) or online. Campus Safety is responsible for the official documentation of ALL motor vehicles accidents involving College vehicles or personal vehicles used for College business or College-related activities consistent with this policy. Employees **must** also contact their immediate supervisor and students **must** contact the College official who authorized the trip.

C. Contact your personal insurance company, even if the accident involved a College or rental vehicle. Many policies require that they be notified regardless of which policy covers the incident.

## **VII. Rental Vehicles**

### **Domestic Rentals**

All vehicle rentals must be coordinated through the College's Purchasing Area, 607-431-4344 or [purchasing@hartwick.edu](mailto:purchasing@hartwick.edu). Rentals by the College are only for employees.

Liability protection is provided under the College's insurance policy for non-owned liability coverage. College employees are covered for physical damage to rental vehicles. This coverage is for any damage the driver causes to the vehicle; however, it does not cover damage by fire, weather, vandalism, animal damage, glass breakage and similar events (i.e., crack in the windshield caused by a rock; damage inflicted on parked/vacant vehicles). Damages of this type will be charged to the department or club that rented the vehicle. The College does not pay for additional collision damage insurance. Drivers electing to purchase this coverage will not be reimbursed.

When using a credit card, employees must ensure that the rental agency understands that it is intended for the **rental of the vehicle only**. Any damages charged to a credit card are the responsibility of the individual or the department and cannot be reimbursed.

Only those individuals specified on the rental contract are permitted to operate the rental vehicle.

Vehicles should be checked thoroughly when they are returned to the rental agency, and returned during business hours when possible.

The rental agency may have vans available for rent. The College's Passenger Van Safety Appendix, including the requirement to complete the Van Safety Training course, applies to use of these vans.

### **International Rentals**

Although the College's liability and physical damage insurance is applicable overseas, it is recommended that travelers purchase liability and collision damage insurance at the destination as our insurance does not cover this.

## VIII. Insurance and Liability Coverage

### Liability Coverage

The following discussion is a very brief overview of the liability protections applicable to auto accidents that is provided for information only. Determinations as to liability coverage and legal services are made by College officials. Individuals who do not abide by this policy, or who commit acts of intentional, malicious, willful or wanton misconduct, or who commit criminal acts in the use of a vehicle will not be covered nor indemnified by the College insurances. The College reserves the right to seek recovery or any and all losses from the individual in these instances.

A. *College Vehicles.* College-owned vehicles are insured for liability coverage under the College's automobile policy. Individuals using College vehicles in the scope of their employment or who have been authorized to conduct College business using a College vehicle or rental car are protected up to 1 million dollars for negligence resulting in bodily injury and property damage to third parties. In addition, legal defense may be available through the College with respect to any claim, suit, action or other proceeding relative to any loss or other occurrence that may be covered under this Plan.

B. *Personal Vehicles.* Accidents involving personal vehicles, ***even when used for College business or in the course of College activities***, are the responsibility of the vehicle owner; any insurance claims arising from such an accident are the responsibility of the owner's insurance.

### Physical Damage Coverage

The College does have comprehensive - collision insurance.

### Rental Vehicle Coverage

Liability protection is provided under the College's hired vehicle coverage plan (see Section VII). College employees are covered for physical damage to rental vehicles up to the limit. This coverage is for any damage the driver causes to the vehicle; however, it does not cover damage by fire, weather, vandalism, animal damage, glass breakage and similar events (i.e., crack in the windshield caused by a rock; damage inflicted on parked/vacant vehicles). Damages of this type will be charged to the department that rented the vehicle. The College does not pay for additional collision damage insurance. Drivers electing to purchase this coverage will not be reimbursed.

## **IX. Authority, Implementation and Amendment**

The Vice President for Finance is authorized to make minor amendments and revisions to this policy at any time.

Interpretive guidance for faculty and staff in the form of answers to frequently asked questions is found in the "Guidance on Implementation of Vehicle Use Policy." The Campus Safety Director (431-4112) is responsible for responding to questions about this policy and updating this guidance.

## Guidance for Implementation of Vehicle Use Policy

### Who does the Policy apply to?

The Policy applies to **ALL** employees (including faculty), volunteers and students. The Policy will become part of the Student and Employee Handbooks.

### What does the Policy cover?

This policy governs use of *College vehicles*. It also covers *personal and rental vehicles* used for:

1. College business or
2. "College-related activities."

The policy gives examples of College business and College-related activities. Commuting to work does not count as College business.

### What does the Policy do?

The policy provides some common-sense safety standards. It has information about insurance and liability coverage. It also creates new documentary requirements and imposes some other obligations:

#### **Obligations for College Vehicles:**

1. Drivers must be authorized by the Office of Campus Safety in order to drive any College vehicle. This requires completion and submission of an authorization form to supervisors or department heads. We have provided two standard Driver Authorization Forms, one for use by employees or volunteers and the other by students.
2. **In order to drive any 12-passenger van -- whether a College vehicle or one personally owned or rented -- on College business or for a College-related activity ALL employees and students must complete the Van Driver Safety Course offered by Campus Safety.** We are arranging to have additional courses scheduled to accommodate demand. If an employee has significant experience driving these or similar vehicles, supervisors, with the concurrence of the Director of Campus Safety, can exempt them from the training requirement; this should be documented by a short note placed in the employee's personnel file referencing the policy and attached to the Driver Authorization Form.

### **Obligations for Personally Owned Vehicles:**

1. Personally-owned vehicles may be used for College business or College-related activities only if the driver(s) is covered by a valid insurance policy. The driver is responsible for attesting to this on the Driver Authorization Form.
2. Employees and students must complete an authorization form to use their personal vehicles for College business or a College-related activity if they (1) are using a personal vehicle for any trip for which reimbursement is sought **or** (2) will be transporting other students or employees. For employees, the form shall be submitted to employee's first-line supervisor. For students, the form shall be submitted to Club Advisor or other appropriate College employee approving the students driving request.

### **Obligations for Renting Vehicles:**

1. Employees are encouraged to use rental vehicles in many circumstances.
2. Employees and students must complete a driver authorization form to use a rental vehicle for College business or a College-related activity if they (1) will seek reimbursement from the College for the trip or (2) will be transporting other students or employees.

### **I don't drive College vans. Do I need to complete a form?**

Unless you think you will never drive another employee or a student on a College-related business activity (remember that commuting does not count) or for a College-related activity, it probably makes sense to become an authorized driver.

### **How do I know whether I need to make students sign a form?**

A Driver Authorization Form is **always** required to give students permission to drive College vehicles. For use of personal vehicles, it is required only where (a) the College is approving, organizing, or funding the trip, and (b) the student is driving other students. Departments are free to require the form in other situations; the Policy establishes minimum requirements.

### **Does the policy cover field trips?**

Yes, required academic field trips supervised by College faculty or staff are "College-related activities." This means (for example) that if a student is driving other student(s) in his or her car, the driving student must complete a driver

authorization form prior to doing so. The vehicle use policy addresses only certain transportation elements of field trips.

### **How do I make sure my staff or students sign a form when they need to?**

We recognize that in many cases involving personal vehicles, it is practically impossible for a faculty member or supervisor to be sure that, for example, each student who will be driving another student on a field trip has completed the form. The policy makes clear that the obligation to complete the form is the driver's, not the faculty member's or supervisors. What you are expected to do is make reasonable efforts to promote awareness of the policy among your staff or students.

### **What if a student or employee discloses a moving violation or other driving history?**

When driving history raises significant doubt as to a person's ability to drive safely, driver authorization will likely be declined by the Campus Safety Director upon final review. Nevertheless, this decision can also be made at the initial review at the Department/Club Advisor level if a student or employee discloses information indicating a negative driving history. When in doubt, forward the form to Campus Safety for final determination.

The decision will be determined based on all information provided, including

- The total number of moving violations and accidents
- The severity and circumstances of the violations or accidents, and
- How long ago they occurred.

Generally, authorization will be withheld if a driver's history indicates:

- Conviction for an alcohol and/or drug-related driving offense
- Refusal to submit to a Blood Alcohol Content (BAC) test
- Conviction for reckless driving
- Any combination of three or more moving violations, "At Fault Accidents" or "Preventable Accidents" within the most recent three years
- Suspension, revocation or administrative restriction within the last three years
- Leaving the scene of an accident as defined by state laws
- At fault in a fatal accident
- Felony committed involving a vehicle
- Three or more "Company Vehicle" physical damage claims in any twelve-month period

These guidelines do not cover all instances in which authorization should be denied; for example, authorization should also be withheld for an employee who

has had five moving violations in the past 24 months, even if only one of them was in the past 12 months. On the other hand, some situations covered by the above guidelines would not necessarily merit denial of authorization - such as, for example, a driver for whom the only item of concern is a fender-bender that occurred 18 months prior.

**Do authorization forms need to be updated?**

A driver only needs to sign a form once. There is an obligation on the part of the driver, however, to report changes in the information provided in the form to the relevant supervisor or department. Failure to report changes may result in disciplinary action and/or the driver may lose their privilege to operate a vehicle on College business or College-related activity.

**Where do I go with questions?**

The College's Campus Safety Director, can be contacted at 431-4112. Or by email.

## Vehicle Safety Checklist

All drivers covered by the College's Vehicle Use Policy must comply with these and other College policies and regulations, and applicable traffic laws.

1. Complete a driver authorization form (Faculty/Staff Driver Authorization Form (PDF) or Student Driver Authorization Form (PDF)), if required under the Policy.
2. Drive in a safe and courteous manner, paying special attention to pedestrians and cyclists.
3. Keep a valid license in your possession.
4. Perform a vehicle safety check prior to beginning travel. Report vehicle defects and maintenance needs to the appropriate supervisor or vehicle manager.
5. Drivers and all occupants must wear seat belts.
6. Do not drive while under the influence of alcohol or drugs, including prescription drugs that impair your ability to drive. Alcohol and non-prescribed controlled substances may not be present in the vehicle.
7. Smoking is not permitted in any College or rented vehicle.
8. Do not use radar detectors, cell phones, two-way radios, or texting devices while driving.
9. Keep music and other noise inside the car at reasonable levels.
10. For trips more than 200 miles total length involving student drivers, two College-approved student drivers are required. For shorter trips, two approved student drivers are encouraged but not required. On long trips, student drivers must rotate every three hours, and no more than eight hours of driving can be completed during any one day. Student drivers are prohibited to operate a College-vehicle between 10:00 pm and 6:00 am without prior approval from the appropriate administrative official.
11. Do not pick up hitchhikers.
12. Be mindful of your physical and mental condition, including fatigue.
13. Do not leave a running vehicle unattended. Properly park and secure the vehicle when you leave it.

14. Do not drive "off road", except under limited situations allowed under the policy.

15. Be mindful of the weather, and avoid driving during severe weather conditions.

16. Drivers may tow trailers only with approval of the relevant College unit or official.

### **ADDITIONAL SAFETY REQUIREMENTS FOR VANS**

1. Keep headlights on when driving.

2. Take care loading passengers and storing luggage and other items by:

- Securely fastening all loads, regardless of weight or height, to prevent rolling, pitching, shifting or falling
- Not overloading the vehicle
- Securely fastening all doors while vehicle is in operation.

3. Generally you must be at least 21 years old and have at least two years driving experience to drive a van. See policy Appendix for exceptions.

4. Drive only within the State of New York or within a 200 mile radius of Oneonta unless specific written authorization is granted by the appropriate College official.

5. Do not drive between 10:00 p.m. and 6:00 a.m. without permission of Supervisor of Department Head.

6. Vans may not be used to tow trailers. Overhead (roof-loaded) loads may not be carried.

## Passenger Van Safety

College employees, students and volunteers must comply with the College Vehicle Use Policy when driving a vehicle on College business for a College-related activity, as defined in the policy. This appendix describes additional safety precautions applicable to the operation of vans, as defined below. It applies to vans owned by the College as well as rental or personally-owned vans, all to the extent provided in the Vehicle Use Policy.

For the purpose of this appendix, van refers to a full-size passenger van, including conversion vans. Sports utility vehicles (SUVs), pick-up trucks, and mini-vans are not considered vans, but their use remains subject to the Vehicle Use Policy. Mini-vans are vans (that can look like SUVs) with seating for no more than 8 passengers (including driver), but note that some conversion vans, which are covered by this Appendix, accommodate only 8 passengers (including driver).

All van drivers must comply with the requirements of the Vehicle Use Policy, including the Driver Conduct regulations. The policy requires that all drivers of vans who are driving on College business or for a College related activity complete the Van Safety Training Course, unless exempted by a supervisor. This applies to College vans as well as vans that are owned by employees or other individuals, as well as rental vans. In addition, van drivers must:

1. Be at least 21 years of age or older, with a minimum of two years driving experience; provided that drivers may be 19 years of age if the trip is within local limits and does not require driving on interstates.
2. Drive only within New York or within a 200 mile radius of Oneonta unless specific written authorization is granted by the appropriate College official.
3. Not drive between 10:00 p.m. and 6:00 a.m. without permission of the appropriate College official.
4. Take care loading passengers and equipment. Vans may not be used to tow trailers. Overhead (roof-loaded) loads may not be carried.
5. Keep headlights on at all times while driving.
6. Complete the attached van operations checklist, and ensure that copy is available in the van.
7. Execute a driver authorization form.