

Responsible for Policy: Administration & Finance/Campus Safety Approval Date: September 2011

Most recent review: Fall 2012

Date of most recent revision (*if applicable*): N/A

Policy Statement

Finger Lakes Community College shall maintain a fleet of college-owned vehicles for use by approved employees and trustees for college-related business. The college may also lease vehicles based on need.

The Director of Campus Safety shall be responsible for approving all vehicle use requests. Persons operating college-owned vehicles must be authorized drivers in good standing as determined by the Vice President of Administration and Finance or designee. This determination includes the possession of a current and valid New York State driver's license and a satisfactory driving record as determined by the college's insurance carrier and the New York State Department of Motor Vehicles. The Vice President of Administration and Finance or designee reserves the right to deny the use of college-owned vehicles at any time.

Employees must request a college-owned vehicle reservation a minimum of 7-10 days in advance of the travel date. Keys and a gasoline credit card shall be lent only to the employee authorized to operate the vehicle. Students and student employees are not authorized to reserve, sign out or operate college-owned vehicles.

Vehicle requestors are responsible for selecting the most efficient mode of transportation and carpooling to ensure proper use of college resources.

Subject to all provisions contained herein, college-owned or leased vehicles may only be used by college employees and trustees to:

- Conduct official college business
- Attend approved conferences and meetings
- Conduct college-sponsored educational field trips
- Attend State University of New York-sponsored meetings (employees and students)

In recognition of the liaison function between the FLCC Board of Trustees and the SUNY Student Assembly, the operation and use of a college-owned vehicle by the Student Trustee only to attend SUNY-sponsored student assembly meetings is authorized. Planning for such trips shall require the completion of an approved college travel request form and trip itinerary. The names of additional travelers must be reviewed and approved by the Associate Vice President of Student Affairs or designee.

Reason for Policy

To ensure that college-owned vehicles are being requested and used for college-related business only.

Applicability of the Policy

All Finger Lakes Community College employees and members of the Board of Trustees must be familiar with this policy.

Definitions

None

Related Documents

- FLCC Employee Handbook

Procedure: **Use of College-owned Vehicles**

Procedure Number: **D-16**

Responsible for Procedure: Administration & Finance/Campus Safety

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Procedures

College-owned vehicle request

The reservation of a college-owned vehicle that will not be returned on the same day shall be confirmed only on the basis of an approved travel request form.

Reservations for vehicles signed out and returned on the same day may not require the completion of a travel request form. One-day reservations may be requested by employees responsible for the operation of the college-owned vehicle.

College-owned vehicle sign out

Sign-out of college-owned vehicles is accomplished through Campus Safety personnel.

If written notification is provided in advance by the supervisor responsible for the use of a college-owned vehicle, a student or student employee driver may sign out the vehicle as long as the operation of the vehicle remains under the supervision of the supervising college employee.

The sign out procedure does not apply to college-owned vehicles that are permanently assigned to specific departments, such as Security and Maintenance. Managers of these departments are directly responsible for the proper supervision and use of assigned college-owned vehicles.

Credit cards

A college credit card/s may be assigned to a college-owned vehicle at the time of sign out or to vehicles leased for college-related business. Application for the use of college credit cards with leased vehicles must be approved by the Vice President of Administration and Finance or designee.

Persons signing for a college credit card are responsible for the proper use of the card. Credit cards may not be used for privately-owned vehicles. Assigned credit cards may only be used for the purchase of gasoline or emergency road service required by the assigned college-owned vehicle.

Use of Privately-owned Vehicles

Employee-owned vehicles

When college-owned vehicles are not available or are impractical to conduct college-related business, use of an employee-owned vehicle may be authorized. In these cases, mileage reimbursement will be calculated based on the rate established annually by the Internal Revenue Service to cover gasoline, insurance coverage and repairs. In order to claim reimbursement, the employee must submit an approved mileage reimbursement form.

Drivers and owners should be aware that the owner's automobile insurance is the primary responder to property damage and injury claims. Employees are indemnified for college liability while on approved college-related business. Employees are also covered under the college's Workers' Compensation program while on approved college-related business.

Student-owned vehicles

The use of student-owned vehicles is discouraged. Students electing to drive their personal vehicle do so at their own risk and must be informed that the insurance carried on their vehicle represents the primary insurance in the event of an accident. Students driving their personal vehicles must sign a waiver certifying that the insurance on the vehicle in question is currently in force and that said insurance will serve as the primary insurance coverage in the event of an accident. Additionally, the student will be required to provide a photocopy of the current insurance card.

Rented/Leased Vehicles

Use of a rented/leased vehicle may be authorized in the absence of an available college-owned vehicle. Because the college insurance policy provides for liability and physical damage, additional insurance made available by the lease agency is not required. All leased vehicles must be leased in the college's name.

Use of leased vehicles is not authorized without the presence of a full-time college employee. Only authorized student drivers 25 years or older may drive a rented/leased vehicle.

In the event of an accident, primary insurance coverage reverts to the college. Employees should avoid leasing vehicles in their own name because in the event of an accident, primary insurance coverage will revert to the driver's insurance under the current law.

Forms/Online Processes

- FLCC Travel Request form
- FLCC Mileage Reimbursement form

Appendix

- Insurance Waiver