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Policy: Vehicle Use Policy  
Policy No: 3.27  
Approved: Board of Trustees, March 2006  
Revised: Board of Trustees, July 2024

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## **VEHICLE USE POLICY**

To minimize liability risks, the College's insurance carrier has recommended that the College obtain motor vehicle records for all employee drivers every three years and additional requirements for persons using their own vehicles. This requirement would affect all College, FSA, SCCC Foundation, and SCCC Dormitory Corporation employees as well as Board members who will be driving College vehicles/ and or their individual vehicles on College-related business. Currently, all employee drivers of College vehicles are required to provide operator's license information to receive authorization to drive a College vehicle. The proposed policy shall include guidelines and directives regarding vehicle safety standards, prohibited practices while driving, and proof of insurance for non-college owned vehicles used for College-related travel.

The following provisions and policies are intended to reduce the potential of accidents and injuries to members of the College community and those we interact with. All users of College fleet vehicles are to know and abide by these policies and provisions.

### **Driver Responsibilities**

Driver qualifications standards for College owned/leased and personal/non-college owned vehicles used for assigned College-related travel:

1. Current, State issued operator's license.
2. Drivers must be 18 years of age or older.
3. Motor vehicle records check (MVR, driver history check) required.
4. Successful completion of road driver course (if applicable).
5. Behavior of the driver during subsequent use.
6. Behavior and social conduct of the driver, both on and off campus.

### **Drivers of College Vehicles are Responsible For:**

1. Properly completed Request for Travel and Reimbursement form and all associated paperwork.
2. Appropriate approval for travel.
3. Conducting an inspection of the vehicle for general condition and safety prior to use.
4. Timely vehicle reservation through the Finance Office, vehicles will be assigned on a first-come basis.

With these exceptions; admissions, academic and administrative business travel will be given priority over student organizations and athletic teams. In the event that a reserved vehicle is no longer needed, users should contact the Finance Office immediately. Failure to do so may result in future sanctions.

### **Policies Governing the Use of College Owned/Leased Vehicles:**

1. Only authorized drivers may operate College vehicles (vehicles owned and/or leased by the College) to conduct College-related business.
2. All authorized drivers must be familiar with, and abide by, the motor vehicle laws of the State of New York, laws of other states while driving in those states, and Sullivan County Community College policies governing the use of College vehicles to conduct College-related business.
3. All persons traveling in a College vehicle must wear/use seatbelts at all times.

4. Vehicles are to be secured/locked when left unattended.
5. Smoking, the use and/or possession of alcohol, and the use and/or possession of illicit drugs are prohibited in College vehicles.
6. The use of "RADAR" detectors or other forms of speed enforcement detection equipment is prohibited in College vehicles.
7. The use of "Cellular" mobile telephones (of any form or type) by the driver while operating (driving) a College vehicle is prohibited.
8. At the College's discretion, any trip longer than five (5) hours traveling time (one way) may require two or more drivers per vehicle.
9. Drivers are required to correctly complete all paperwork as specified in the provisions for use of a College vehicle.
10. Vehicles are to be returned to campus upon completion of authorized/official use, parked in the specified parking lot, and readied for use as specified in the general provisions.
11. Drivers are required to immediately contact the Director of Public Safety in the event of any accident.
12. Drivers are required to immediately contact the Buildings and Grounds Department in the event of mechanical difficulty involving a College vehicle or "minor" damage involving College vehicles.
13. Drivers are required to notify the Director of Public Safety upon return to campus of any parking violations, or traffic/moving violations. Fees for traffic violations are non-reimbursable.
14. More than one (1) motor vehicle accident during College-related travel will result in a suspension of driving privileges at the discretion of the College.
15. Out of state drivers may not be permitted to travel for College-related business if they cannot be authorized to travel.

**Returning Vehicles to Campus:**

Upon the completion of use of a College vehicle, the vehicle is to be returned directly to the specified parking lot location, and prepared for its next use. The driver is responsible for completing all required paperwork and for the condition of the vehicle upon its return and must ensure the following:

1. The driver must record the ending mileage (odometer reading).
2. The vehicle is to have at least one half (1/2) of a tank of gasoline.
3. All trash and personal items have been removed from the vehicle.
4. All dirt is brushed from the interior of the vehicle. If this cannot be done by the driver, it is to be noted on the vehicle use form so that the vehicle can be appropriately cleaned and readied for its next use.
5. Any mechanical/system warnings should be noted on the vehicle use form.
6. Any minor damages or maintenance needs are to be noted on the vehicle use form.
7. The driver must give all completed paperwork, gas receipts, credit card(s), keys, EZ Pass, and associated information to the Finance Office or, if the College is closed, place it in the key drop box located by the pedestrian entrance to the loading dock.
8. Failure to complete the required procedures may result in additional fees and/or sanctions.

**Policies Governing the Use of Personal/Non-College Owned Vehicles for College-Related Travel:**

1. Only authorized drivers may use personal vehicles to conduct College-related business.
2. Authorized drivers will be required to provide copies of vehicle registration and proof of insurance for adequate levels of auto liability including adequate limits for Uninsured Motorists (UM) and Underinsured Motorists (UIM). The College will determine adequate levels in consultation with its

insurance carrier.

3. All authorized drivers must be familiar with, and abide by, the motor vehicle laws of the State of New York, laws of other states while driving in those states, and Sullivan County Community College policies governing the use of personal vehicles to conduct College-related business.
4. All persons traveling on College-related business must wear/use seatbelts at all times.
5. Vehicles are to be secured and locked when left unattended.
6. The use and/or possession of alcohol, and the use and/or possession of illicit drugs are prohibited when traveling on College-related business.
7. The use of "RADAR" detectors or other forms of speed enforcement detection equipment is prohibited when traveling on College-related business.
8. The use of "Cellular" mobile telephones (of any form or type) by the driver while operating (driving) when traveling on College-related business is prohibited.
9. At the College's discretion, any trip longer than five (5) hours traveling time (one way) may require two or more drivers per vehicle.
10. Out of state drivers may not be permitted to travel for College-related business if they cannot be authorized to travel.