



**Policy Name:** Use of College-owned Vehicles

**Policy Number:** D-16

**Functional Area(s) Responsible:** Administration & Finance

**Owner(s) of Policy:** Administration & Finance; Campus Police

**Most Recent BOT Approval Date:** September 2011

**Most Recent Review Date:** Spring 2023

**Most Recent Review/Revision Type:** none      minor/non-substantive      substantive/extensive

**Policy Statement:**

Finger LaThe Chief of Campus Police 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. Stt6 (s)-2ce ent6 (s)-(ig)1.1 (nd



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