NYACK COLLEGE POLICIES AND PROCEDURES FOR USE OF COLLEGE VANS

In order to keep the Nyack College vehicles fit for use we ask that you observe the following policies. With the extremely high usage of the college vehicles these policies will need to be adhered to closely to insure that vehicles are available when needed by each group.

Section 1: VEHICLES AVAILABLE FOR RESERVATION

I. Nyack College owns eight (8) 15 passenger vans that are certified for use as passenger vehicles.

The following vehicles are not available for reservation by the general Nyack College community:

- The two mini-vans are not available for use by departments other than Information Technology and Auxiliary Services.
- The Facilities trucks are owned by the ARMARK Corporation and are not available for use by members of the Nyack College community.

Section 2: RESERVING COLLEGE VEHICLES

I. Only current Nyack College Faculty, Staff and Student Groups may use the Nyack College vehicles. Current employees and current students will be granted use of the college vans with written permission from their supervisor or a Faculty or Staff advisor.

II. To reserve a vehicle for use, a request needs to be sent to the Facilities Department through campus e-mail by a current Faculty or Staff member.

III. Reservations should be made at least one week in advance.

- If a situation arises where we receive more requests for vans than the number of vans we actually have, the following criteria will be used to fill the requests:
  1. Academic course-related travel
  2. Collegiate athletic games or matches
  3. Campus outreach groups
  4. All other college groups and activities

- Cancellations must be communicated to the Facilities Department at least 48 hours in advance.

- If vans are requested and not picked up or used, the group making the reservation will lose their van use privileges for one month. Exceptions will only be made in the case of last minute weather related cancellations.
Section 3: VAN DRIVER APPROVAL

I. Every person operating a Nyack College vehicle must be approved by the criteria listed below. You should allow minimally 72 hours for the approval process (not including weekends or holidays).

    Note: Faculty, Staff and Students must re-register with the Facilities Department at the start of every school year (August/September).

II. Every driver must complete the Drivers’ Registration Application. These applications can be obtained from the Facilities Department, at the Information Services Desk in Boon Campus Center, or online at www.nyack.edu/facilities

III. A copy of your driver’s license must be provided.

    Note: Any driver with alcohol/drug related convictions will not be permitted to drive a college-owned vehicle under any circumstances.

IV. Faculty and Staff Drivers:

    • Must be at least 21 years of age to qualify for driving privileges.
    • You may have as many as 4 points on your license and still be eligible for consideration as an official driver.

V. Student Drivers:

    • Must be at least 21 years of age to qualify for driving privileges.
    • Must have a clean driving record. No points on license.

Section 4: RETRIEVING VEHICLE KEYS AND VEHICLES

I. Keys for the vans must be picked up from the Facilities Department during the normal working hours of Monday – Friday from 8 AM to 4:30 PM.

    • Keys that are not picked up will not be held by Switchboard or Security or any other department on campus.
    • If keys are not picked up during normal operating hours, the group forfeits their reservation.

II. Keys must be picked up by the approved driver.

III. Vehicles can be retrieved from the vehicle parking area (across from Business Office). Vehicles must be picked up and dropped off in that area and must not be moved before or after the reserved time.

SECTION 5: RETURNING VEHICLES, KEYS, AND MILEAGE CARDS

I. Vans must be returned on the date and time indicated.

II. Vans must be returned in the condition they were received in or your department will be charged a fee of $100.00 for cleaning. All trash and personal items must be removed. The Facilities Department is not responsible for personal items left in vans.

III. Keys and mileage cards must be returned when vehicle use is over. If after normal business hours, keys and accompanying mileage cards may be placed in the mail slot of the door at Facilities.
IV. Mileage cards must be filled out completely.

SECTION 6: OPERATION

I. No vehicle should be operated above the posted speed limits or in a manner unsafe to its occupants, other vehicles, or pedestrians.

II. Only the licensed and registered driver is authorized to drive the assigned Nyack College vehicle.

III. Seatbelts must be worn at all times.

Section 7: ACCIDENTS AND TRAFFIC VIOLATIONS

I. Accidents and traffic violations of any kind must be reported to the Facilities Department in writing within 24 hours of the event. Failure to do so will result in the driver’s privileges being revoked and may result in additional ramifications if litigation occurs as a result of the unreported accident.

II. The driver is responsible for documenting and reporting the following information:

- Date, time, weather conditions, and road conditions
- Name of other driver or drivers involved in accident
- Other vehicle license plate and state
- Name of insurance company of other vehicles
- Others drivers license number and date of birth
- A list of all passengers in the vehicles
- Name of the street, intersection, municipality, and state where the accident occurred
- Name of any police officer and their employer who may be called to the scene to manage the accident

III. The driver is directly responsible for any traffic violations, including toll evasion and parking tickets.

IV. Upon investigation of the accident, if the driver is found at fault because of carelessness or recklessness, the driver will be held responsible for the damages, including insurance deductibles, and driving privileges will be revoked.

Section 8: FEES, FINES, AND CHARGES

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage Charge</td>
<td>$.50 per mile</td>
</tr>
<tr>
<td>Failure to return vehicle to parking lot</td>
<td>$50.00 per offense</td>
</tr>
<tr>
<td>Failure to return key to Facilities</td>
<td>$100.00 per offense</td>
</tr>
<tr>
<td>Uncompleted section of mileage form</td>
<td>$50.00 per section incomplete</td>
</tr>
<tr>
<td>Leaving vehicles in unclean state</td>
<td>$100.00 per offense</td>
</tr>
<tr>
<td>Leaving lights on, resulting in dead battery</td>
<td>$50.00 per offense</td>
</tr>
</tbody>
</table>