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 must be adhered to closely to insure that the vehicles are available when needed by each group. All drivers must comply with the following rules and regulations or driving privileges may be revoked.

Section 1: VEHICLES AVAILABLE FOR RESERVATION

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

II. The following vehicles are not available for reservation by the general Nyack College community:
   - The two (2) mini-vans are not available for use by departments other than Information Technology and Auxiliary Services.
   - The Facilities trucks are owned by ARAMARK 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 students will be granted use of the college vans with written permission from their supervisor or a faculty/staff advisor.

II. Vans are available to be used only within 100 miles of the New York Metropolitan area.

III. To reserve a vehicle for use, a request needs to be sent by a current faculty or staff member to the Facilities Department through campus e-mail (vanreservations@nyack.edu).

IV. 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 have, the following criteria will be used to fill the requests by priority:
     o Academic course-related travel
     o Collegiate athletic games or matches
     o Campus outreach groups
     o 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 may lose their van privileges. Exceptions will only be made in the case of last minute weather-related cancellations.
Section 3: VAN DRIVER APPROVAL

Every person operating a Nyack College vehicle must be approved by the following criteria:

I. 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 Van Driver’s Registration form. These forms can be obtained from the Facilities Department, at the Information Desks in Boon Campus Center and Alliance Theological Seminary, or online at www.nyack.edu/facilities.

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

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

IV. Faculty and Staff Drivers:
   • Must be at least twenty one (21) years of age to qualify for driving privileges.
   • May have as many as (four) 4 points on license and still be eligible for consideration as an official driver.

V. Student Drivers:
   • Must be at least Twenty One (21) years of age to qualify for driving privileges.
   • Must have a clean driving record with no points on the license.

Please allow at least three (3) weeks for the approval process.

Sections 4: RETRIEVING VEHICLE KEYS AND VEHICLES

I. Keys for the vans must be picked up from the Facilities Department between 7 AM and 4 PM Monday – Friday.
   • Keys that are not picked up cannot be held by the Switchboard, Security or any other department.
   • 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 who is going to drive for that specific trip.

III. Vehicles can be retrieved and returned from the van parking area (across from the Facilities Department) and must not be taken before or after the reserved time. Vans cannot be kept at a driver’s residence or department building overnight.

Section 5: RETURNING VEHICLES, KEYS AND MILEAGE CARDS

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

II. The department will be charged a fee of $100.00 for cleaning if a van is not returned in the condition it was received in. 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 the vehicle’s use is over. If after normal business hours, keys and accompanying mileage cards may be placed in the mail slot of the door at the Facilities Department.

IV. Mileage cards must be filled out completely or fees will be applied.
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. Texting is prohibited. Only hands-free use of cell phones is permitted.

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 with address(es) and telephone number(s).
   - Other vehicle(s) license plate(s) and state(s).
   - Name of insurance company for other vehicle(s).
   - Other driver’s license number(s) and date(s) of birth.
   - A list of all passengers in the vehicle(s).
   - Name of street, intersection, municipality and state where accident occurred.
   - Name of any police officer and their jurisdiction who is called to the scene to manage the accident.

III. The driver is directly responsible for 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

Mileage Charge $ .51 per mile
Failure to return vehicle to parking lot $ 50.00 per offense
Failure to return key to Facilities Department $100.00 per offense
Uncompleted section of the mileage form $ 50.00 per incomplete line
Leaving vehicles in unclean state $100.00 per offense
Leaving lights on, resulting in dead battery $ 50.00 per offense