

**Fashion Institute of Technology**

**OPERATIONAL SERVICES**

**Motor Vehicle Use Manual**

**2009**

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## **Fashion Institute of Technology**

# **Motor Vehicle Use Manual**

### **1. Introduction**

#### **1.1 Purpose and Application of Manual**

The purpose of this policy is to set forth the requirements applicable to all drivers reserving and utilizing a College-owned or rented vehicle. These requirements define the process by which authorized drivers are assigned to operate a vehicle in connection with their responsibilities, to address certain aspects of the use of these vehicles, and to provide further information needed to safely operate and properly maintain these vehicles. College-owned or rented vehicles shall be driven only by College employees, and authorized maintenance personnel, and used for official college business only.

Under no circumstances may a College-owned vehicle be authorized for ambulance use. In the event of an urgent medical situation, individuals should call 911, and then notify Security at (212) 217-7777.

The College intends to provide a safe and healthy environment for faculty and staff operating College vehicles and failure to comply with this policy and applicable requirements may result in a disciplinary action and/or suspension or termination of College vehicle driving privileges, and may have financial consequences.

#### **1.2 Administration of Manual**

Operational Services will oversee the College's vehicle activities that are included in this document and will be responsible for the dissemination of information and the collection of vehicle data. Specific responsibilities include, but are not limited to:

- scheduling and coordinating the assignment, utilization and operation of College vehicles

- serving as the central point of contact for College vehicle usage
- disseminating vehicle-related policies, procedures, and information to the campus community
- collecting, reviewing, and providing information such as monthly vehicle usage reports, quarterly personal mileage reports and adhoc analysis reports as requested to the Vice President for Finance and Administration
- coordinating the utilization of vehicle, title, registration and plates assuring departmental compliance with timely accident and vehicle damage reporting requirements

### **1.3 Utilization of Vehicle Title, Registration and Plates**

College vehicles are to be identified with official state license plates. Vehicles utilizing State license plates are currently exempt from vehicle registration fees; however, title fees do apply. The College must present the Manufacturer's Certificate of Origin, an Application for Certificate of Title, and an Application for License Plates or Transfer of Plates to the Department of Motor Vehicle Administration for processing.

### **1.4 Assignment of College Vehicles**

College-owned vehicles shall be driven only by College employees and authorized ABM maintenance personnel, and used for official college business only. There are three 12-passenger vehicles (including driver) and are reserved on a first-come, first-served basis. Transporting more than 12 passengers (including the driver) is prohibited for safety and liability reasons. In addition, no loading of material is permitted on the roof of these vehicles. In the event that a van is not available, you will be placed on a **Waiting List**. Requests should be given 10 days prior to reserved time by calling (212) 217 – 4200. Operational Services office hours are: 8:00 am until 5:00 pm, Monday through Friday. **Reserved vehicles may only be picked up on a weekday.** Reservations will be confirmed after the Transportation Request Form has been fully completed and submitted to Operational Services, room A101. The vehicle(s) will not be released to a driver without a valid driver's license for

each vehicle used. Students will not be accepted as drivers. The van must be returned by the date and time indicated on the Transportation Request Form. Please contact Operational Services immediately if you are unable to return the vehicle on time. **If a vehicle is returned on a weekend, please contact Security at (212) 217-7777 to park the vehicle in a secure area.** No vehicle reservation is complete without the approval of the Operational Services Department.

Vehicles may not be assigned during adverse weather (such as accumulated snow, sleet, or ice on the roadways). Reservations for vehicles already requested may be cancelled or delayed in the event of adverse weather.

#### **1.4.1 Cancellations**

Please notify Operational Services as soon as possible if the vehicle will not be used so that it can be made available to other departments that may be on a waiting list.

#### **1.4.2 Waiting List**

If there are no vehicles available, the requesting department will be put on a waiting list in the order the request was received. Upon availability the first department on the list will be called.

#### **1.5 Alcohol/Smoking Policy**

The College has a policy on the consumption of alcoholic beverages which applies to the campus community. Use of College vehicles is governed by this policy, which is contained in the Student Rights and Responsibilities Policy Manual 2008-2009. Vehicle drivers and passengers are responsible for ensuring that no alcohol is carried onto any vehicle under their control. Smoking will also not be allowed within these vehicles.

## 2. Vehicle Utilization and Operations

### 2.1 Licensed Drivers

The College must exercise care in allowing persons to operate the vehicles in order to promote safety and reduce liability and costs associated with improper driving procedures. All drivers are expected to comply with all laws and regulations in the state or municipality in which they are traveling. A copy of the valid (not expired) license will be made and attached to the Transportation Request Form. Drivers must provide their driver's license upon request. A driver whose driver's license is suspended or revoked may not operate a vehicle during the period that the suspension or revocation is in effect. Operational Services reserves the right to refuse driving privileges based on a driver's history. Drivers who have driving records that exhibit a general disregard for individual responsibility in operating a vehicle either through points accumulation, repeated violations, reckless driving, or driving while under the influence of alcohol or drugs will not be allowed to operate college vehicles.

### 2.2 Vehicle Pickup

Before picking up your reserved vehicle(s) you will need to go to Operational Services, room A101, to pick up the keys. Office hours are 8:00 a.m. until 5:00 p.m., Monday through Friday. After those working hours vehicle keys can be retrieved at the Security Department, room D442. **Reserved vehicles may only be picked up on a weekday.** The vehicles are parked on W. 28 Street behind Alumni Hall. The vehicle should be picked up within 30 minutes of the reserved time cited on the Transportation Request Form. Once you are in the vehicle, please make note of the starting mileage. The requesting department will be charged for the actual odometer mileage on the vehicle. The charges will be billed to the department account. Driver should inspect vehicle for any and all damages which vehicle may already have. All new damages, should be noted on request form. (See 2.4 for more information.)

### **2.3 Removal of Seats**

Please indicate on the Transportation Request Form whether or not you would prefer the seats to remain or be removed. Vehicles will normally have all seats in place.

### **2.4 Vehicle Log-In**

Before each vehicle leaves the campus there will be a pre-inspection and a subsequent post-inspection. This inspection includes, but is not limited to:

1. Visual inspection of tire wear and inflation;
2. Inspection to ensure all lights and horn are operational;
3. Inspection to ensure brakes operate in a normal fashion; and
4. Inspection to ensure gas, oil and other fluid levels are adequate.

### **2.5 Mileage Log**

While on official FIT business mileage accumulated in the vehicle(s) should be indicated on the Transportation Request Form. There are flat rate charges associated with the vehicles. The daily rate will be based on whole days only, not a portion @:

\$0.90 per mile      \$13.55/Hr/Man

When the reserved vehicle leaves the College the mileage must be documented by Operational Services and the driver. Upon the return trip the mileage must also be recorded on the Transportation Request Form.

### **2.6 Vehicle Return**

Please return the vehicle(s) to the area where they were picked up from and return the keys to the appropriate department that issued them. If a vehicle is returned on a weekend, please call Security at (212) 217-7777 to park the vehicle in a secure area. Before you leave the vehicle, please make note of the ending mileage.

Please remove any trash that may have accumulated during your trip. The next department using the vehicle will appreciate this. Each driver is also responsible for notifying Operational Services in the event a vehicle is not operating properly, requires repairs and/or there is reason to believe the

vehicle is not safe to drive. Make sure vehicle interior lights have all been shut off upon leaving vehicle. This is to allow vehicle to restart upon further use.

## **2.6 Usage Report**

Operational Services is responsible for compiling a monthly report which contains, but is not limited to, the following:

- Odometer readings (at beginning and end of month)
- Inspection of vehicle body (for wear and tear, dents, etc.)
- Fuel usage

## **3. Fuel, Maintenance and Inspection Functions**

### **3.1 Fuel Charges / Reimbursement**

When picking up the vehicle(s) you will find the fuel gauge will be FULL. Upon the return of the vehicle(s), as a courtesy to the next department, please return it with a full tank of gas. Please keep all receipts and submit them to your department for reimbursement.

#### **3.1.1 Refueling**

The driver must select an appropriate fuel as recommended by the manufacturer and use self-service facilities whenever available. Any gasoline credit cards provided with the vehicle are to be used only for the purchase of gasoline, oil and emergency service. The driver using such a credit card must insure that the receipt includes the driver's signature and printed name, and the vehicle's license plate number. The original receipt must be submitted with the credit card upon termination of the specified trip or assignment. When using cash or personal credit cards, drivers should submit the receipts to their departments for petty cash reimbursement.

### **3.2 Maintenance and Inspection Functions**

Operational Services is responsible for scheduling and coordinating all preventive maintenance functions for all College vehicles such as oil changes, tire rotation/replacement, tune-ups, etc., and for preparing vehicles for compliance with state inspection requirements. Operational Services is also

responsible for coordinating the mandatory state safety inspection with College maintenance support services.

#### **4. Fees and Driving Violations Payments**

##### **4.1 Tolls and Parking Charges**

Tolls and parking charges can be reimbursed by presenting the appropriate receipts to your department for approval and then paid through petty cash.

##### **4.2 Driving Violations**

All persons who drive any vehicle on college business are solely responsible for the payment of all driver related traffic and parking violations, with the exception of cases involving equipment failure. Any fine or ticket must be paid promptly by the violator. Drivers assume that duty of obeying all motor vehicle laws. Failure to pay a violation may affect the person's eligibility for driving College vehicles.

In the case of equipment failure, such as non-working or broken signals and lights, & mechanical malfunctions, Operational Services may inspect the equipment to determine responsibility for payment.

#### **5. Risk Management**

##### **5.1 Emergency Repairs**

The registration packet is included with instructions regarding emergency repairs inside of each vehicle's glove compartment.

##### **5.2 Reporting Mechanical Difficulties**

If you should encounter any mechanical problems or if you notice that something is broken or not working properly on the vehicle you are driving, please report it to Operational Services promptly. All difficulties, however slight, should be reported immediately upon return of the trip.

In the event of a breakdown or malfunction of the College vehicle, **towing service is available 24 hours per day and 7 days per week**. Please contact:

Browne Auto Repair 518 West 29<sup>th</sup> Street  
New York, NY 10001  
**(212) 239-7037**

### **5.3 Accident Reporting Requirements**

Immediately report any accidents of damage incurred while operating the College vehicle to the local police department, the Operational Services Department, and to the Supervisor of your department.

For insurance purposes, accidents must be reported within 24 hours to FIT Security (212) 217-7777 and Operational Services (212) 217-4200. Every vehicle will be supplied with an "Accident Packet," which will include an accident worksheet.

### **5.4 Accident Scene Procedures**

All accidents must be reported. FIT promotes and manages vehicle safety and accident control/reporting.

- Stop as near to the scene as is safely practical; avoid blocking traffic and otherwise minimize danger to others.
- Dial 911. Request that a police officer respond to the scene and prepare a Police Report. If necessary, notify appropriate emergency medical and/or fire/rescue authorities. Cooperate fully with police and emergency authorities.
- Do not admit negligence or fault or offer settlements.
- Provide identification to involved parties.
- Obtain contact information for involved parties and witnesses.
- Protect FIT property.
- Notify the appropriate FIT representative as soon as possible. Accidents involving evacuation by emergency medical personnel must be reported immediately by telephone to FIT.

- Complete an accident report in accordance with FIT guidelines.
- Forward all correspondence related to claims to the College's General Counsel.

Accidents must be reported to FIT within 24 hours to the Operational Services and/or Security. Every FIT vehicle will be supplied with an "Accident Packet," which will include insurance information and an accident worksheet.

## **6. Mobile Phone Usage**

Many localities and municipalities have enacted regulations governing the usage of mobile phones while operating an automobile. In New York State, it is illegal to operate a mobile phone without using a hands free device, nevertheless, it is expected that all drivers of College vehicles obey the law and comply with applicable regulations.

## **7. Car Rental**

Car rentals are only allowed when no other means of transportation is available. There is a state contract in effect with Enterprise Rent-A-Car for passenger vehicle rentals for college business travel. Gasoline and any other direct costs of the rental will be reimbursed, if properly receipted. When driving on college business, the driver must present a tax exemption certificate to the car rental vendor. The College is exempt from State and City sales tax.