



**ST. JOHN'S  
UNIVERSITY**

Office of Business Affairs

**UNIVERSITY FLEET**

**MAINTENANCE AND SAFETY**

**POLICIES AND PROCEDURES**

**MANUAL**

(January, 2017)

This University Fleet Maintenance and Safety Policies and Procedures Manual documents the policies and procedures governing the use, maintenance and repair of all University owned and leased vehicles that are assigned to University Departments including, but not limited to, cars, carts, trucks and vans.

Individual University Departments may elect to establish more stringent guidelines in addition to the policies and procedures contained in this manual. All employees must become familiar with and comply with all policies and procedures contained herein prior to driving any University owned or leased vehicle.

The policies and procedures contained in this manual will be monitored, reviewed and amended as needed to ensure that University vehicles are driven and maintained in a safe manner.

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## **1.0 FLEET POLICY INFORMATION**

### **1.1 Policy Statement**

Vehicles driven on St. John's University ("University") business shall be operated and maintained in a safe manner, in compliance with applicable rules and regulations. Only properly qualified and authorized persons may drive University vehicles. University vehicles may only be used for official, authorized purposes; personal use is prohibited. Drivers who fail to adhere to vehicle policies and procedures may have their driving privileges suspended or revoked and are subject to disciplinary action up to and including termination.

### **1.2 Purpose**

The purpose of this document is to establish University policies and procedures for driving and maintaining University owned and leased vehicles, and to define the procedures in place to minimize the potential for accidents and losses. Vehicle operation represents a significant source of potential loss exposure for the University. Accidents can result in losses arising from injuries to employees or others, and property damage to University vehicles and private property.

The management of the Fleet Maintenance and Safety Program has been assigned to the University's Office of Business Affairs. They may be contacted at (718) 990-6357.

### **1.3 Applicability**

The policies and procedures contained herein are applicable to the operation and maintenance of all University owned and leased vehicles that are assigned to University Departments. These policies and procedures apply to all persons that are authorized to drive on University business, including faculty, staff, students, or volunteers. University vendors and/or contractors may not be authorized to drive on University business, and are not subject to these policies.

### **1.4 Responsibilities**

- a. Vice Presidents, Deans, Directors and Managers are responsible for ensuring that only properly qualified and authorized individuals are allowed to drive vehicles in support of University programs and activities under their direction and control.
- b. Vice Presidents, Deans and Directors in addition to the above, are responsible for assigning responsibility for:
  1. Fleet safety and compliance with the provisions of this policy with their respective departments.
  2. Allocating appropriate resources for maintenance and repair of vehicles under their control.

- c. Drivers are responsible for operating vehicles in a safe and courteous manner at all times, and for complying with all provisions of this policy. Drivers have specific responsibilities to only drive on University business when properly authorized, and to immediately notify supervisors and the Office of Business Affairs of accidents, injuries, loss of license, etc. as outlined in this manual.

## **2.0 DRIVER QUALIFICATIONS**

### **2.1 Minimum Age and Driver Licensing Requirements**

The following minimum age and licensing requirements apply to all individuals (faculty, staff, students, and volunteers) authorized to drive any vehicle on University business:

- a. Drivers of standard vehicles (cars, vans, golf/utility carts, pickup trucks, etc. that do not require special licensing) must be at least 18 years of age and have a valid driver's license appropriate to the type of vehicle being driven.
- b. Drivers of non-standard vehicles (e.g., trucks, buses, etc) must be at least 21 years of age and have a valid driver's license appropriate to the type of vehicle being driven (e.g., CDL).
- c. Foreign driver's licenses and international drivers licenses are not acceptable for driving University vehicles. Individuals with non-U.S. driver's licenses must obtain a valid U.S. driver's license from any U.S. State or territory that is recognized in New York State prior to driving any University owned or leased vehicle.

### **2.2 Motor Vehicle (DMV) Record Review**

Prior to driving any University owned or leased vehicle, the University must review the driving licensing status and citation history of all faculty, staff, students or volunteers who are requested by a department to drive any University vehicle. Based on this review, each department/driver will be notified if the applicant will be permitted, (or in some instances, permitted on probation) or denied to drive University vehicles.

## **3.0 VEHICLE OPERATION**

The University's policies for safe vehicle operation are listed below. Failure to comply with these policies may result in suspension or revocation of University driving privileges, and/or disciplinary action up to and including termination of employment.

### **3.1 Faculty, Staff, Students or Volunteers Driving any University Owned or Leased Vehicle**

Faculty, staff, students or volunteers driving any University owned or leased vehicle are required to comply with the following provisions:

- a. Have a valid driver's license in their possession at all times.
- b. Immediately advise your supervisor and the Office of Business Affairs of any change in your driving status such as license suspension or revocation.
- c. Use University vehicles for authorized, official University business.
- d. Inspect the vehicle for obvious safety concerns prior to use, report any defects to your department supervisor and not operate a vehicle that has deficiencies that make it unsafe to drive.
- e. Operate vehicles in accordance with all applicable University policies and follow all applicable local and state rules, regulations and laws.
- f. Drive with courtesy and exercise reasonable caution to prevent collisions or other losses.
- g. Assume personal responsibility for any violation or fine while driving a University vehicle.
- h. Immediately report all accidents or traffic citations that arise while driving a University owned or leased vehicle to both your supervisor and the Office of Business Affairs.
- i. Not transport unauthorized passengers or permit any unauthorized person to drive the vehicle.
- j. Not operate a vehicle unless all occupants are wearing seatbelts.
- k. Not drive under the influence of alcohol or drugs, including medications if they can cause impairment.
- l. Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
- m. Participate in driver training, if requested.

### **3.2 Passengers**

Only persons with an authorized purpose may be passengers in a University owned or leased vehicle.

### **3.3 Cell Phone Use**

Cell phones are not to be used for any purpose while driving a University owned or leased vehicle. The only exception would be a phone that can be voiced activated, voice dialed and used in a "hands-free" mode (e.g., Bluetooth). If use of a cell phone becomes necessary, the driver must stop the vehicle in a safe place before using the phone.

### **3.4 Safety Belt Use**

**Use of safety belts is mandatory** for the driver and all vehicle occupants anytime the vehicle is in motion. Drivers are expected to enforce this requirement and may not place a vehicle in motion unless all passengers have their seat belt on.

The number of passengers in any vehicle may not exceed the number of available seat belts. Passengers may not travel in the back of a utility cart, van or pickup truck bed.

### **3.5 General Prohibitions**

- a. Smoking is prohibited in University vehicles.
- b. Consumption or transportation of alcohol by drivers and passengers is prohibited unless it is being transported for an approved University activity. In which case, it must be sealed, covered and if possible locked in the vehicle trunk.
- c. Transportation of hazardous materials is prohibited in University vehicles.

## **4.0 VEHICLE INSPECTION, MAINTENANCE AND REPAIR**

Each University department is responsible for ensuring that all vehicles under their jurisdiction are properly inspected, maintained and in good working condition at all times. All maintenance and repair records and receipts must be maintained by the department.

### **4.1 Routine and Preventative Maintenance** (e.g., oil changes, NYS inspections, etc).

It is the department's responsibility to make sure that assigned vehicles are maintained and inspected on a regular basis. At a minimum, departments are expected to become familiar with and follow the vehicle manufacturer maintenance schedule as listed in the Owner's Manual (which can be found in the glove box). Departments are required to make their own arrangements and make payment from their department funds for routine and preventative maintenance, minor repairs as well as annual New York State Inspections. Routine and preventative maintenance should be performed either by an authorized dealer or by an independent vehicle service facility.

### **4.2 Major Repairs**

If the vehicle manufacturer's warranty has expired, subject to prior University approval via the Office of Business Affairs, the cost for major repairs is the responsibility of the University. Copies of all major vehicle repair bills/receipts must be sent to the Office of Business Affairs.

- a. **Manufacturer Warranty Repairs:** If the vehicle manufacturer's warranty has not expired, all such repairs must be made by an authorized dealer. After consultation with the Office of Business Affairs, departments are required to make their own arrangements for all manufacturer warranty repairs.
- b. **All Other Major Repairs:** The University is responsible for major repairs. Before a department authorizes a service facility to make such repairs, the department is required to notify the Office of Business Affairs with the nature of the problem along with a cost estimate for the repair. Thereafter, the department will then be given further instructions. Unless otherwise directed by the Office of Business Affairs, departments are required to make their own arrangements with either an authorized dealer or an independent vehicle service facility once such repairs are approved by the University.

## **5.0 VEHICLE ACCIDENT AND/OR DAMAGE REPORTING**

### **a. Accidents or Damage to a University Vehicle off Campus**

In the case of an accident or damage to a University vehicle off campus, the driver of the vehicle at the time of the accident must immediately notify local or state police to report the accident at the scene. In the glove box in each University owned or leased vehicle is an Accident Reporting Kit. Please become familiar with its contents, as you are required to obtain all the information contained in it while at the scene of the accident. The following procedures should be followed in case of an accident:

1. **STOP.** If someone is injured, call for emergency assistance (911 operator or other emergency number) and offer reasonable assistance to all injured parties.
2. Get the names of owners and drivers involved, driver's license numbers, registration numbers of vehicles involved, and names and addresses of all other occupants.
3. Get the names and addresses of all witnesses.
4. Remember locations of cars or pedestrians involved in the accident, both before its occurrence and afterward, so that you will be able to draw a diagram.
5. Express no opinion as to who is at fault. Give no information except as required by the authorities. Do not sign any statements except as required by authorities.
6. Ascertain from local police what reports of accidents are required by you.
7. Your interest will be served best if you are courteous and engage in no controversy at the scene of the accident.

If the vehicle is safe and is in driving condition, continue to your destination. At your earliest convenience, drive the vehicle back to campus. If the vehicle cannot be driven, arrange for the vehicle to be towed to the nearest service facility. Repairs should not be made until all insurance matters have been finalized. As such, do not authorize any

repair facility to make repairs. It is required that you contact both your supervisor and the Office of Business Affairs at 718-990-6357 as soon as possible, but no later than 24 hours from the time the accident occurred. In addition, it is your responsibility to obtain a copy of the Police Accident Report and to submit it to the Office of Business Affairs as soon as possible.

**b. Accidents or Damage to a University Vehicle On Campus**

In the case of an accident or damage to a University vehicle on Campus, the driver of the vehicle at the time of the accident must immediately notify the University's Public Safety Office to report the accident at the scene. Drivers are not to leave the scene until Public Safety completes a Public Safety Incident Report. Drivers are required to notify their immediate Supervisor and the Office of Business Affairs of any accident or damage as soon thereafter as possible.

**c. Accident Reporting Kits**

Accident Reporting Kits are maintained in each University owned and/or leased vehicle. This kit is to be used by the driver to record accident facts as soon after the accident as is reasonable. The completed Auto Accident Form is to be given to the driver's immediate supervisor and the Office of Business Affairs within 24 hours of return to campus unless extenuating circumstances exist that makes this time frame unfeasible.

## **6.0 USE OF PERSONAL OWNED VEHICLES**

Use of personal owned vehicles for official University business is permitted in accordance with the University's policies and procedures as stated in the Business Expense Policies and Procedures Manual. Please see the Business Expense Policies and Procedures Manual for further details.

## **7.0 USE OF RENTAL VEHICLES**

Use of rental vehicles for official University business is permitted only in situations when University owned vehicles are not available. Departments in need of a University vehicle must first check to see if they can borrow a vehicle from another University Department prior to renting a vehicle.

Rental vehicles used while traveling on official University business is permitted in accordance with the University's policies and procedures as stated in the Business Expense Policies and Procedures Manual. Please see the Business Expense Policies and Procedures Manual for further details.

University insurance provides liability and property damage coverage of rental vehicles for official University business only. As such, users of rental vehicles should decline optional

insurance options offered by rental agencies if the vehicle is to be used exclusively for University business.

## **8.0 USE OF GOLF CARTS, UTILITY CARTS AND OTHER SPECIALTY VEHICLES**

Many departments throughout the University use golf carts, utility carts or other specialty vehicles to move people and materials around campus. The following policies are applicable to all golf carts, utility carts or other specialty vehicles (whether gas or electric powered) driven on campus:

- a. All drivers driving a cart or specialty vehicle on campus must have a valid driver's license in their possession at all times.
- b. University owned or leased carts or specialty vehicle driven on campus must comply with posted speed limits, stop signs and all other campus traffic control regulations.
- c. The number of passengers in a cart or specialty vehicle must not exceed the vehicle seating capacity. If seat belts are installed, they must be used while the vehicle is in motion.
- d. Carts and specialty vehicles may be operated on sidewalks, plazas, and paths if absolutely necessary and no regular campus street route is available. The speed limit for carts and specialty vehicles in these locations is 5 mph. When moving through congested areas, speed should be no faster than pedestrians walking in the same area. Exercise extreme caution at blind corners and areas of crossing pedestrian traffic.
- e. Carts or specialty vehicles may not be driven off campus on any city roadway unless they are licensed to do so.
- f. Carts or specialty vehicles may not be parked where they block regular traffic paths, building exits, fire department connections, wheelchairs ramps or curb cuts, or any other location that may present a hazard. The University's Public Safety Office may impose additional restrictions at any time.

## **9.0 TRAFFIC AND PARKING VIOLATIONS AND FINES**

All drivers must comply with all City, State and local traffic rules and regulations (including St. John's parking regulations) at all times. Tickets, fines or fees incurred by drivers while assigned a University vehicle are the responsibility of the driver and are not reimbursable. Tickets, fines or fees must be paid from the drivers personal funds within the deadline indicated on the violation. Proof of payment must be sent to the Office of Business Affairs. In addition, the Office of Business Affairs must be immediately notified in cases of disputed tickets fines or fees. Repeated violations of parking and other traffic laws and regulations may result in loss of vehicle driving privileges.

## **10.0 VEHICLE INSURANCE AND INSURANCE CARDS**

The University provides at its own cost and expenses all insurances that meet or exceed New York State Motor Vehicle Insurance requirements for the operation and use of all University owned or leased vehicles. A copy of both the vehicle insurance card and registration must be kept in the vehicle glove box along with the Accident Reporting Kit at all times.

## **11.0 VEHICLE BRANDING AND MARKINGS**

All vehicle branding and markings must be approved and comply with the University's branding policies. Branding information, approvals and questions should be directed to the University's Office of Marketing and Communications.

## **12.0 VEHICLE PARKING**

In order to accommodate the parking needs of the University community, the Department of Public Safety has developed a comprehensive parking program. As such, all University owned or leased vehicles must comply with all Public Safety parking policies and procedures. Parking information and questions should be directed to the Department of Public Safety.

## **13.0 VEHICLE TITLES, REGISTRATIONS, AND LEASE DOCUMENTS**

A copy of both the vehicle insurance card and registration must be kept in the vehicle glove box along with the Accident Reporting Kit at all times. All original vehicle titles, registrations and lease documents are filed in the Office of Business Affairs.