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 or department. 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 (driver plus 14 passengers) that are certified for use as passenger vehicles.
II. 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 current 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 to the Facilities Department through Campus E-mail (vanreservations@nyack.edu) by a current Faculty or Staff member. Students are not permitted to reserve vans.
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, requests will be honored by priority:
   • Academic course related travel
   • Collegiate athletic games or matches
   • Campus outreach groups
   • 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
Note: Faculty, Staff and Students must re-register with the Facilities Department every year (August/September). Van Driver Registrations do not carry over from one year to the next.
I. Every person operating a Nyack College vehicle must be approved. Please allow at least 1 - 2 weeks for the approval process (not including weekends or holidays).
II. Every driver must complete the Driver’s Registration Application. These applications can be obtained from the Facilities Department or online at www.nyack.edu/facilities.

III. All parts of the application must be completed, and the Department Head must sign it before it is submitted.

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

V. Applications without Department Head signatures or copies of a Driver’s license will delay or cancel approval.

VI. Faculty and Staff Driver:
   - Must be at least 21 years of age to qualify for driving privileges.
   - May have as many as 4 points on your license and still be eligible for consideration as an official driver.

VII. Student Drivers:
   - Must be at least 21 years of age to qualify for driving privileges.
   - Must have a clean driving record. No points on the license.

VIII. Drivers who have never driven a van must sign up for a short demonstration before driving a van the first time.

Sections 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 3:00 PM.
   - Keys that are not picked up will NOT be held by the Switchboard, Security or any other department
   - If keys are not picked up during normal operating hours, the group forfeits the 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 from the vehicle parking area (across from the Facilities Office). Vehicles must be picked up and dropped off in that area, and must not be moved before or after the reserved time.

IV. Vans should never be parked at residences or office buildings. If the van is on campus, it should be in the van parking lot across from Facilities.

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’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 Facilities.

IV. Mileage cards must be filled out completely, or fees will be applied. (See note on mileage card)

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 approved 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. During after-hours you must call 845-675-4507 or 845-675-4595 and leave a message to report it to the Facilities department WITHIN TWO HOURS of the incident. 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. (Find Forms for this in the Van Driver Policies Binder)

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 for other vehicles
   - Other driver’s license number and date of birth.
   - A list of all passengers in the vehicles.
   - Name of street, intersection, municipality and state where accident occurred.
   - Name of any police officer and their employer 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

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Mileage Charge</td>
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<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>$100.00 per offense</td>
</tr>
<tr>
<td>Uncompleted section of the mileage form</td>
<td>$ 50.00 per incomplete line</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>
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