

General Information - Driver's Responsibilities*
The College at Brockport, Facilities and Planning, Internal Vehicle Rental

General:

- Phone inquiries regarding vehicle availability are encouraged. Only a complete vehicle request form will secure a vehicle. Only authorized account signatures are acceptable on all vehicle request forms for payment authorization.
- Keys for vehicles may be obtained from the Facilities and Planning (F&P) Customer Service Center, room F3 in the Commissary Building, between the hours of 7:00 am and 4:30 pm, M-F (summer hours will apply). If departure is on a Saturday, Sunday, or a CSEA designated non-working holiday (see Human Resources web site), the F&P Customer Service Center will be closed. The vehicle key(s) only must be obtained on the working day closest to the requested departure date. The departure date for the vehicle will remain as requested.
- All driver(s) will need to produce an approved copy of the vehicle request form when obtaining a NYS owned vehicle or GEM Car.
- The assigned driver is responsible for the vehicle, credit card, and E-Z pass during the approved rental period. If an alternate driver is assigned, after the initial trip departure, and has not been approved by the F&P Customer Service Center, it is the assigned driver's responsibility to ensure the alternate driver has a valid driver's license, is a College at Brockport employee and if applicable, meets all requirements of the LENS Certification Program for driving a NYS Van prior to allowing the person to operate the vehicle. Failure to adhere to this policy may result in the department's forfeiture of future F&P vehicle rental.
- The operator of a New York State owned vehicle is personally responsible for payment of any traffic, E-Z pass violations and/or damage caused to the vehicle by careless and/or reckless driving.
- There is "No Smoking" in any New York State owned vehicle or equipment. Failure to adhere to this policy may result in forfeiture of future F&P vehicle rental, and vehicle related services, and/or a cleaning charge.
- Please park your locked, personal vehicle in the same parking space as your rental vehicle.
- The College at Brockport is not responsible for personal items that remain in State owned vehicles.
- If you experience any problems, or have concerns, please call 585.395.2408, 24/7, and the appropriate staff will be contacted.

Returning a Vehicle:

- It is expected that all debris be removed from the rental vehicle upon return to Facilities and Planning. Additional charges will be incurred for excessive debris or cleaning.
- For cost saving purposes, any vehicle being returned to the campus may be returned with an empty gas tank.
- It is the driver's responsibility to report vehicle concerns at the bottom of the signed vehicle request form upon return.
- When returning a vehicle prior to 4:30 pm M-F (summer hours will apply), please bring key(s), completed vehicle request form and any receipts for gasoline or thruway tolls that have been paid by credit card or E-Z pass to the F&P Customer Service Center. If the traveler paid out-of-pocket for gas or tolls, please submit a travel voucher for reimbursement to the Procurement Office.

E-Z Pass Information:

- The E-Z pass tag is permanently attached to the vehicle. Please do not remove the tag.
- Please adhere to the posted speed limit for the E-Z pass lane. It is either 5 mph or 20 mph. Following too closely to another vehicle, or exceeding the posted lane speed may result in a violation.
- As with traffic violations, E-Z pass violations are the assigned driver's responsibility for personal payment.
- Repetitive E-Z pass violations will jeopardize the department's ability to rent a College-owned vehicle.

Credit Card Purchases

- The credit card, for gas and oil purchases, is located in the glove compartments of a sedan or the driver's door pocket in a 15-passenger van. Please leave the card in its original location.
- This credit card is accepted at Mobil and Exxon stations within the United States. Reimbursement for vehicle related expenses not covered by this card is available through the travel process, initiated by your department with the appropriate receipts, and is included with the rental price of the vehicle.
- The credit card may be used at either the gas pump or at the cashier. Please obtain a receipt for both methods.
- At the pump, it will prompt you for a PIN or ID #. This is 1945. It will then prompt you for the current mileage on this vehicle.

Accidents, Incidents and/or Theft

- If an accident and/or theft involving a College-owned vehicle occurs, it is the driver's responsibility to file a report with the police. On-campus accidents, or theft of the vehicle, should be reported to University Police for completion the proper paperwork. All off-campus accidents, or theft of vehicle, should be reported to the proper law enforcement agency in the jurisdiction where the accident occurred.
- It is the driver's responsibility to complete on-campus paperwork, for all accidents and/or incidents, within one working day of the driver's return to campus. Paperwork should be sent to the Director of Procurement and Payment Services, 5th floor Allen Administration Building, 585.395.2351. This is in addition to the paperwork described above.
- Further information and/or service assistance may be obtained by contacting 585.395.2408, 24/7.

*See the Facilities and Planning website, www.Brockport.edu/facilities/vehicle for current, detailed guidelines and pricing

The College at Brockport Vehicle Request Form

Vehicle Request Information:

All vehicles are rented on a calendar day basis, plus 16% where applicable. Please call 395.2408, or visit the Facilities and Planning web page, at www.brockport.edu/facilities/vehicle for current, detailed, guidelines and pricing. If a reservation is cancelled with Facilities and Planning at 395-2408, prior to the scheduled departure, the rental charges are waived. College-owned vehicles are limited to travel within the United States and to a driving distance within 10 hours of The College at Brockport. Only completed vehicle request forms will be considered for approval to reserve a College vehicle.

Driver's Name: _____ Dept: _____ Phone: _____ Account # _____

Requested Vehicle Type (Please circle): Sedan SUV7-Pass Van* 15-Pass Van* GEM 2 seat GEM 4 seat

Departure Date: _____ Departure time: _____ AM/PM Return Date: _____ Return time _____ AM/PM

Destination: _____

Purpose of Trip: _____

Passenger's Name(s) _____

Alternate Driver(s) Name(s) (See General Information – Driver's Responsibilities for additional information) _____

I hereby certify that I am an employee of The College at Brockport, or an approved affiliate. I possess a valid driver's license to operate a passenger vehicle, and will be using this vehicle only for official State Business. *If I am requesting a van, I have completed the requirements of the LENS Certification Program (requirements are listed at [//www.brockport.edu/facilities/vehicle](http://www.brockport.edu/facilities/vehicle).) I understand that I am personally responsible for payment of any violations and/or damage incurred with a NYS vehicle due to careless and/or reckless driving and adherence to the policies listed on the General Information – Driver's Responsibilities Information Sheet and on the Facilities and Planning website regarding the General Information – Driver's Responsibilities.

Driver's Signature _____ Driver's Printed Name _____

Authorized Account Signature**: _____ Account Signature's Printed Name** _____

Alternate Driver's Signature _____ Alternate Driver's Printed Name: _____

Approval Status: (for office use only)

Vehicle No: _____ License Plate No. _____ Vehicle not available: _____

Date Approved: _____ Initials: _____

Actual Trip Information (to be completed by driver):

Departure Date: _____ Departure Time: _____ Return Date: _____ Return Time: _____

Was this vehicle in an accident? Yes No

If yes, all accidents/incidents must be reported within one working day of the driver's return to campus to the Director of Procurement & Payment Services, 5th floor Allen Administration Building, 585.395.2351.

Driver's Signature: _____

Mechanical/Incident Issues, associated with this vehicle, during this trip: _____

If you experience vehicle issues during this trip please call Facilities and Planning at 585.395.2408, 24/7, for assistance.

**Accounts and/or departments with invoices past due 60 calendar days, from the due date, will forfeit their account/department's use of State vehicles for approved and future vehicle rental, and all vehicle related services, until payment is resolved. Updated: 01/2012