

SUNY 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 canceled 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 SUNY Brockport. Only completed vehicle request forms will be considered for approval to reserve a college vehicle.

*****PLEASE NOTE – YOU MUST HAVE PREVIOUSLY FILLED OUT A LENS FORM TO BE ELIGIBLE TO DRIVE A NYS VEHICLE***** Any questions, please call 585-395-2408.

Driver's Name: _____ Dept.: _____ Act # _____

Office phone # _____ Cell # _____

Requested vehicle type: 15-Pass Van (please fill out Van section below) GEM

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 NYS driver's license to operate a passenger vehicle, and will be using this vehicle only for official state business. I also hereby state that I do not have a physical/medical condition that would impair my ability to operate a vehicle.

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

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

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

15 PASSENGER VAN SECTION (Fill out only if you are renting a 15 passenger van)

If I am requesting a van, I have completed the requirements of the Environmental Health & Safety Office. See their website at https://www.brockport.edu/support/environmental_safety/van_safety

I acknowledge I have completed VAN SAFETY TRAINING WITH THE EHS OFFICE YES _____ NO _____ INITIALS: _____

If you are under age 25,

- 1) You will also need to take a DMV-approved defensive driving course and file proof of this with the Environmental Health & Safety Office. A list of eligible courses is found at <https://dmv.ny.gov/tickets/point-insurance-reduction-program>.
- 2) Signature is also required by your Dean.

Dean's Signature: _____ Dean's Printed Name: _____

Approval Status: (For office use only)

Vehicle No: _____ Date Approved: _____ Initials: _____ Vehicle not available: _____

If you experience vehicle issues during this trip, please call Facilities and Planning at 585-395-2408, 24/7 for assistance.

* If this vehicle was damaged or in an accident you must report this to Service Center at 585-395-2408 as soon as possible and if it was in an accident it must be reported within one working day of the drivers return to the Director of Procurement & Payment Services at 585-395-2351

**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 rental, and all vehicle related services, until payment is resolved.

General Information - Driver's Responsibilities*

SUNY Brockport, Facilities and Planning, Internal Vehicle Rental

General:

- Only a **completed 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 Service Center. Room F3 in the Commissary Building between the hours of 7:00 am and 4:00 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 Service Center will be closed. The vehicle key(s) must then be obtained on the working day closest to the requested departure date. The departure date for the vehicle will remain as requested.
- The assigned driver is responsible for the vehicle, credit card and E-Z pass during the approved rental period. **No other person is allowed to drive a state vehicle** unless listed as an alternate driver and is a SUNY Brockport employee, is LENS valid and if needed Van Certified for driving a NYS Vehicle/Van. It is the assigned driver's responsibility to ensure that the alternate driver is approved to drive before allowing that person to drive the vehicle. Failure to adhere to this policy may result in the department's forfeiture of future F&P vehicle rental.
- All occupants of the vehicle must be an employee of NYS, under contractual agreement with NYS or a registered student at SUNY Brockport.
- There is NO alcohol allowed in any state vehicle. 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.
- Facilities and Planning reserves the right to limit or deny use of any state vehicle due to a report of improper and/or reckless operation of a state vehicle.
- 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, vehicle related services, and/or a cleaning charge.
- Please park your locked personal vehicle in the same parking space as your rental vehicle.
- SUNY 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. The appropriate staff will then be contacted.
- When renting a vehicle inspect the vehicle prior to operation.
- Ensure the number of occupants does not exceed the capacity of the vehicle and that all occupants are wearing seatbelts at all times.
- Use personal judgement on the amount of time that you, the driver, spends behind the wheel as excessive driving can cause issues and the driver is responsible for all occupants in the vehicle.

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 4:00 pm M-F (summer hours will apply), please bring key(s) and completed vehicle request form to the F&P Service Center. If the traveler paid out-of-pocket for gas or tolls please submit a travel voucher for reimbursement to the Procurement Office.
- When returning a vehicle after 4:00 pm M-F (summer hours will apply), please drop keys in the drop box provided located behind the gas pumps in the Chapman Building.

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 is for gas and oil purchases and 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.
- The **New WEX credit card is accepted at thousands of stations** within the United States and can be used at the pump or at the cashier. You will NO LONGER have to go to just Mobil or Exxon. 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.
- At the pump, it will prompt you for the odometer/current mileage. Then for a PIN or ID #. This number is **7705**.

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 of 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.