



SKIDMORE COLLEGE
MOTOR VEHICLE POLICY

TABLE OF CONTENTS

Section	Title	Page
I.	Purpose	2
II.	Scope	2
III.	Sponsoring Department Responsibility.....	2
IV.	Driver Eligibility	2
V.	Authorization Procedures	2
VI.	Motor Vehicle Record (MVR) Standards	2
VII.	Employees Required to Driver	3
VIII.	Passengers.....	3
IX.	Driver Safety Training.....	4
X.	Vehicle Use/Fleet Vehicle Use.....	5
XI.	Reserving a Fleet Vehicle	5
XII.	Rental Vehicles	6
XIII.	Personal Vehicle Usage	6
XIV.	Driving a Vehicle outside of the US.....	6
XV.	Towing Equipment	7
XVI.	Process for Revoking Driving Privileges.....	7
XVII.	Accident Procedures	7
XVIII.	Post Accident Review	7
XIX.	Golf Carts.....	8
XX.	Vehicle Insurance	8
XXI.	Employee Driver Authorization Application.....	9
XXII.	Student Driver Authorization Application.....	10

I. Purpose

The purpose of this policy is to set forth the requirements applicable to all drivers of Skidmore College owned, leased, or rented vehicles or of personal vehicles while on College business. This policy is intended to ensure the safety of drivers, passengers, the public as well as minimize losses, damages, and claims against the College.

Driving a Skidmore College owned, leased or rented vehicle is a privilege and the College reserves the right to deny or revoke the driving privileges of any driver in the event that the driver does not meet the requirements of this policy.

II. Scope

This policy applies to all College faculty, staff and students to whom the College grants the privilege of operating a College owned, leased or rented vehicle.

III. Sponsoring Department Responsibility & Oversight

Sponsoring departments shall appoint a representative who will be responsible for maintaining a list of their authorized drivers and work with Business Services to ensure compliance with the Motor Vehicle Policy and it's training requirements. In addition, it is recommended that department supervisors meet annually with each of their approved drivers to review the Motor Vehicle Policy, their responsibilities and safe driving.

Departments will be held responsible should an accident occur involving an Unauthorized Driver. The department will be expected to pay the deductible amount for any insurance claim that may arise.

IV. Driver Eligibility

Drivers must be at least eighteen (18) years of age, have had a valid US driver's license or an International Driving Permit (IDP) issued by either the American Automobile Association (AAA) or American Automobile Touring Alliances National Automobile Club.

Drivers are required to report any change in license status (e.g., convictions, license suspended or revoked) to their supervisor immediately.

V. Authorization Procedures

To start the authorization process, faculty, staff and student must complete a "Driver Authorization Application" (Employee or Student specific). Additional paperwork is necessary for drivers with licenses from states other than New York.

The completed form(s) are to be returned to Business Services along with a copy of the applicant's driver's license. A review of the driver's records will be conducted through the Department of Motor Vehicles covering the most recent 3-year period.

Approval/denial will be communicated, by email, to the sponsoring department and applicant. Reauthorization, for students, is required at the beginning of each academic year.

VI. Motor Vehicle Record (MVR) Standards.

The College reserves the right to deny, suspend or revoke privileges to drive a College owned, leased or rented vehicle, based on the initial or subsequent review of the motor vehicle record for any faculty, staff or student requesting driving privileges, per the eligibility criteria below for assessing motor vehicle record acceptability.

Anyone with the following violations within the last three years on their motor vehicle record

are ineligible to drive a Skidmore owned, leased or rented vehicle for three years from the date of violation:

- A. No one will be allowed to drive for Skidmore College with a “probationary”, “court-restricted (*for any conviction noted in Item F1*)” or “junior” license.
- B. To be authorized to drive for the College, the following criteria will be applied:

NOTE-THESE VIOLATIONS MUST BE CONVICTIONS

Driving privileges will be denied or revoked if convictions for any of the following violations appear in the applicant’s MVR within the past three (3) years from the date of the first violation:

- Leaving the scene of an accident
- Reckless driving
- Driving under the influence of DWI (Driving While Intoxicated) or DWAI (Driving While Ability Impaired) alcohol or drugs
- Vehicular homicide or assault
- Participating in an unlawful speed contest
- Eluding or attempting to elude a police officer.
- Operating with a suspended license
- Using a motor vehicle for commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner’s consent
- Permitting an unlicensed driver to drive
- Reckless or careless and negligent driving
- Hit and Run or leaving the scene of an accident with injury or death resulting, or property damage in excess of \$1,000.

In addition, anyone with two or more at-fault accidents or moving violations, in any combination, within the last 12 months, may result in the denial or revoking of driving privileges.

VII. Employees Required to Drive

Employees who are required to operate a College vehicle as part of their essential job functions are subject to the same eligibility requirements noted in section V1, and will automatically be enrolled in the New York State Department of Motor Vehicles License Event Notification Service (LENS) at hire. LENS automatically alerts the College if an enrolled person receives any license activity (accidents, convictions, expirations, suspensions, etc.).

Prospective employees, whose position requires a valid driver's license as an essential function of the job, may be offered a position, contingent upon passing MVR standards.

VIII. Passengers

All passengers must be participating in a College business or sponsored activity or event at the time they are traveling in a College owned, leased or rented vehicle. Passengers should be

limited to employees and students, unless approved by the sponsoring Department.

All occupants of the vehicle are not permitted to smoke and must wear seat belts whenever seatbelts are available. It is the driver's responsibility to make sure that all passengers wear their seat belts.

IX. Driver Safety Training

Employees who operate a vehicle as a requirement of their job or are who assigned a College owned, leased or rented vehicle, must successfully complete the Driver Safety Training course offered online by the College' Insurance Carrier, United Educators, every 3 years, and following any at-fault accident.

Additionally, any students who apply to become an authorized driver must successfully complete the training as part of their annual authorization process.

Instructions:

Employees

1. Go to eLearning.ue.org.
2. First-time users should select the option to create a new account on the right side of the screen. a. Enter this institution registration code: 1374-SC37-XY12. b. Create a username and password, and then provide information for a user profile.
3. Once you are on the eLearning homepage, launch the course by clicking "Driver Safety Training".
4. Once you complete the course print out your certificate and attach it to the Driver Authorization Form.
5. If you have any issues with the course please feel free to contact the United Educators 24hr help desk - Email: uehelpdesk@perceptis.com, Phone: 301.830.4587, Chat: <https://chat.perceptis.com/c/ue>

Students

1. Go to www.studentfyi.com.
2. First-time users should select the option to create a new account on the right side of the screen. a. Enter this institution registration code: 1374-S101-XY12. b. Create a username and password, and then provide information for a user profile.
3. Once you are on the eLearning homepage, launch the course by clicking "Driver Safety Training".
4. Once you complete the course print out your certificate and attach it to the Driver Authorization Form.
5. If you have any issues with the course please feel free to contact the United Educators 24hr help desk. Email: uehelpdesk@perceptis.com, Phone: 301.830.4587, Chat: <https://chat.perceptis.com/c/ue>

For questions or issues with the course, please contact Business Services at kbombard@skidmore.edu or 518.580.5812.



Driver Safety Training | Higher Education

When driving on institution business, drivers should be prepared for unexpected events like accidents and other emergencies. Learn how to be safer on the road through proper preparation, minor adjustments to driving habits, and elimination of distractions. *This course takes approximately 75 minutes to complete.*

 [Pretest \(take this first\)](#)

 [Driver Safety Training](#)

 [To receive credit after you complete the course, click here for your certificate](#)

***Please note: It may take up to 15 mins after you finish your course to receive your certificate.*

IX. Vehicle Use

Drivers must comply with the following when using College owned, leased or rented vehicles:

- Operate vehicles in accordance with applicable local, state and federal laws and College's regulations, at all times. (This agreement is found on the bottom portion of the Application for College Driving Privileges, and must be signed by the driver prior to the time eligibility is conferred.)
- Drivers are reminded that the City of Saratoga Springs restricts idling of vehicle engines for more than 5 consecutive minutes, except in certain circumstances – please refer to the [City's code](#) for additional information.
- Report any vehicle accident to Department Supervisor and Business Services immediately. Failure to report may result in the loss of driving privileges.
- Comply with NYS Seat Belt Laws for driver and passengers.
- Agree to comply with no smoking or the use of tobacco in accordance with the NYS Clean Indoor Air Act.
- Agree to comply with no use of handheld electronic devices (cell phones/texting) while driving in accordance with NYS law
- Assume the responsibility for payment of all driver related traffic violations and citations received
- Agree that any unauthorized use of Skidmore owned, rented or leased vehicles for non-College related purposes would result in revocation of driving privileges.

Fleet Vehicle Use

In addition to the vehicle uses outlined above, the following is expected when using College owned vehicles:

- Routine vehicle maintenance and inspections will be completed or arranged by Facilities Services.
- Vehicle registration and insurance will be maintained by Business Services.
- At the beginning and end of vehicle use, the driver will be expected to sign-in/out, to include name, date, time, mileage out, and mileage in.
- Inspect the vehicles tires, fluids, lubricants and fuel.
- After fueling vehicle, give fuel receipt to department secretary and include your name, vehicle information, and account number to be charged.
- At the end of vehicle use, vehicle should be cleared of any trash or debris.
- Vehicle warm-up-time is to be limited to 10 minutes.
- For events of snow or ice, scrappers and snow brooms are to be used to avoid damage to wiper units/blades.

X. Reserving a Fleet Vehicle

The College maintains fleet vehicles available for use by departments and students for approved College related business.

Reservations can be made, by the department authorizing the travel, by following these instructions:

- [Go the Scheduling website](#)
- Click on the Submit Event Request button on the top right of the page
- Click on Log in (top left of screen)
- Hover over Reservations in the top menu, then select the College-owned Vehicle Request Form

- Fill in Date, Time and Attendance, and then click on Grid for list of vehicles and their availability
- Click the plus sign next to the vehicle you choose
- Complete and submit the details form

If you have any questions with this new procedure, please feel free to call Joanne in Facilities (x5860) or the Schedule Office (x5599.)

Note: should the weather be inclement, or forecasted to be inclement, to the point that travel becomes dangerous, travel shall be suspended for fleet vehicles. Facilities Services will make determination of suspending travel and will notify the reserving party.

XI. Rental Vehicles

The College's insurance provides for both liability and physical damage for employees and students who rent vehicles while on authorized College business. The coverage extends for car rentals in the U.S., Canada, Puerto Rico and U.S. territories (**therefore, please waive the rental agency's insurance coverage**). A Certificate of Insurance is available that will evidence the College non-owned and hired auto coverage – please contact Business Services for a copy.

Employee's personal effects, while within a vehicle, are not covered by College insurance unless the vehicle is no more than 1000 feet from campus (limit of \$25,000). If a loss or damage occurs to your personal property outside of this radius, please submit the loss directly to your homeowners/renter's insurance.

XII. Personal Vehicle Usage

Individuals who drive his or her personal vehicle on College business or to/from a College activity is responsible for his or her own safety as well as the safety of any passengers. The College bears no responsibility for the operation or operating condition of personal vehicles and expects drivers of personal vehicles to comply with applicable local, state and federal laws.

The owner of the vehicle must carry at least the minimum automobile liability limits required by state law. The owner's automobile liability coverage shall be the primary insurance coverage. The owner of the vehicle is responsible for any applicable deductible (e.g., liability or collision coverage) and is responsible for any increased personal automobile insurance premiums as a result of any accidents. There is no physical damage coverage through the College for personal vehicles. The College reimburses the use of a personal vehicle for official College business at the standard mileage rate published annually by the College. The rate is intended to cover all costs associated with owning a vehicle, including physical damage insurance.

Claims arising from use of a personal vehicle are to be reported to the owner's insurance agent. In the event of a serious or potentially serious claim, the Office of Business Services should also be notified.

XIII. Driving a Vehicle Outside of the US

For destinations that include Canada – an additional insurance card is required, which may be obtained by contacting the Office of Business Services.

For vehicles rented in a foreign country – the College's international policy covers liability only, and therefore, you must secure physical damage coverage with the rental agency. If any rental vehicle will be in your custody for a continuous period of time (in excess of 30 days), please notify the Office of Business Services.

XIV. Towing Equipment

Towing a trailer adds a significant risk to vehicle operations, and therefore, only authorized Faculty, Staff or Students who have been properly trained to tow trailers are allowed to tow trailers and equipment with Skidmore College owned, leased or rented vehicles. Training shall only be offered to individuals identified by departments as individuals required to tow.

V. Process for Revoking Driving Privileges

Authorized drivers may have their driving privileges revoked at any time for failure to maintain the College's MVR Standard.

Upon notification of breach of MVR Standard, the College Representative will provide written notification to driver, driver's supervisor and Human Resources of revoked driving privileges. In cases of exigent circumstances, verbal notifications of revoked driving privileges are permitted, then followed in writing.

VI. Accident Procedures for Drivers:

In the event of an accident the following procedures must be followed:

- Obtain any medical attention that is necessary. Any accident that involves personal injury or property damage in excess of \$1000 must be reported to the police. In the event that it is not possible to determine the cost of damages, please report the accident to the police.
- Exchange information with the other operator involved (if applicable), minimally obtaining Driver's License and registration information, insurance company information and contact numbers. Also, obtain the names, addresses, and telephone numbers of all witnesses.
- Don't admit fault or liability for the accident.
- Complete an Accident Report Form (MV104) located in all College owned vehicle glove boxes or available at Campus Safety.
- Notify the drivers Supervisor and Business Services (x5812) of the accident as soon as possible. If the accident occurs on campus, contact Campus Safety (x5566).
- The College's insurance company may contact you to obtain accident information, please respond as promptly as possible.
- Information and records regarding accidents will be maintained by the Business Services Department.
- Other considerations when involved in a vehicle accident:
 - Do be courteous
 - Don't discuss any conditions or defects of the automobile
 - Don't express any opinion or make any statement to anyone about the accident except to law officers and College representatives
 - Don't discuss the accident with anyone over the phone or in person unless they represent the College.

VI. Post Accident Review

Vehicle accidents may undergo a Post Accident Review to determine the cause and preventability of an accident. Reviews could consist of representatives from the Safety Committee, Campus Safety, and the vehicle operators Department or Student Affairs. The attached Post Accident Review Guidelines will be used as evaluation criteria.

Once a determination as to cause and preventability is established, findings and Recommendation will be forwarded to Human Resources & the vehicle operators Supervisors (for Employees) or Student Affairs (for Students) for any corrective action (e.g. temporary or permanent denial of College driving privileges, required attendance at additional training program, etc).

VII. Golf Carts

Due to the potential dangers associated with operating a Golf or Utility Cart - faculty, staff and students who plan to drive a Golf/Utility Cart must:

- complete the safety training course
- meet the driver requirements detailed in the Motor Vehicle Policy
- know the following procedures and rules:
 - ALWAYS yield to pedestrians and limit use in areas where there is high pedestrian traffic
 - Must be 18 years of age or older
 - Possess an unrestricted valid US drivers license
 - Obey all New York State motor vehicle laws, codes and regulations
 - Do not exceed 20 MPH
 - Slow down before making sharp turns
 - Never drive while impaired by alcohol, medication, illness, fatigue or injury
 - Ensure no more than two (2) occupants ride on the vehicle at one time
 - Remove key from vehicle when not in use
 - Drive in a defensive manner, anticipating situations that may be hazardous
 - Avoid driving the vehicle at night (unless with the permission of the department supervisor)
 - Operation of the vehicle is restricted to Skidmore’s main campus and College properties located immediately adjacent to the main campus. Specifically: vehicles are permitted to cross North Broadway only to access locations north of the Scribner House. Clinton Avenue is strictly prohibited.

VIII. Vehicle Insurance

The College’s insurance provides for both liability and physical damage for College owned, leased or rented vehicles. Evidence of insurance are available online at http://www.skidmore.edu/safety_committee/motor-vehicle-policy.php

College’s Insurance Broker:



Arthur J. Gallagher
35 Waterview Blvd.
Parsippany, NJ 07054

Telephone : (973) 939-3600
Fax: (973) 939-3796

College’s Insurance Carrier:



A Member of the Tokio Marine Group

Philadelphia Insurance
Auto Policy # PHPK873792
231 Saint Asaph's Road
Suite 100
Bala Cynwyd, PA 19004

Telephone: 1-877-438-7459



EMPLOYEE DRIVER AUTHORIZATION APPLICATION

(APPLICATION MUST BE APPROVED PRIOR TO DRIVING)

All College faculty and staff MUST complete this form in order to be approved to operate a College owned, leased or rented vehicle on Skidmore College business. Carefully read, complete, and return this form with a copy of the applicant's driver's license to Business Services.

PERSONAL INFORMATION (please print):

NAME (exactly as it appears on driver's license) CAMPUS PHONE EMPLOYEE ID # (off ID or Paystub)

HOME ADDRESS (address that appears on driver's license) CITY STATE ZIP CODE

D/O/B DRIVERS LICENSE # STATE LICENSE HELD OVER 3 YRS? [] YES [] NO

DEPARTMENT TITLE SUPERVISOR

I hereby authorize Skidmore College and/or its insurance representative, pursuant to the Driver's Protection Act to periodically obtain and review my Motor Vehicle Record as needed in order to evaluate my insurability when driving a College owned, leased or rented vehicle. I understand that this information will be kept confidential and released only to those College representatives charged with overseeing the College's insurance and employment policies.

I understand that I have an obligation and responsibility to the College and any negative change in the status of my driving record may result in the revocation of the privilege of operating a College owned, leased or rented vehicle. I understand that Business Services will email either approval or denial of my driver authorization, and I will not drive for the College until I receive approval.

By my signature, I hereby grant permission to Skidmore College to enroll my New York State Driver's License in the New York LENS program for the duration of my employment in my current position. This program will automatically notify Skidmore College of any motor vehicle convictions.

SIGNATURE

DATE



STUDENT- DRIVER AUTHORIZATION APPLICATION

(APPLICATION MUST BE APPROVED PRIOR TO DRIVING)

Skidmore College Students, nominated by an academic department or sanction club, MUST complete this form in order to be approved to operate a College owned, leased or rented vehicle for an approved College purpose. Carefully read, complete, and return this form with a copy of the applicant's driver's license to Business Services.

PERSONAL INFORMATION (please print):

NAME (exactly as it appears on driver's license) CLASS YEAR STUDENT ID # (off ID or Paystub)

HOME ADDRESS (address that appears on driver's license) CITY STATE ZIP CODE

STUDENT E-MAIL ADDRESS STUDENT PHONE # D/O/B

DRIVERS LICENSE # STATE YES NO
LICENSURE HELD OVER 3 YRS?

DEPARTMENT TITLE SUPERVISOR

By my signature I hereby authorize Skidmore College and/or its insurance representative, pursuant to the Driver's Protection Act to periodically obtain and review my Motor Vehicle Record as needed in order to evaluate my insurability when driving a College owned, leased or rented vehicle. I understand that this information will be kept confidential and released only to those College representatives charged with overseeing the College's insurance and employment policies.

I understand that Business Services will email either approval or denial of my driver authorization, and I will not drive for the College until I receive approval.

I understand that I have an obligation and responsibility to the College and any negative change in the status of my driving record may result in the revocation of the privilege of operating a College owned, leased or rented vehicle.

SIGNATURE

DATE