



SKIDMORE COLLEGE

MOTOR VEHICLE POLICY

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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, and the public, as well as to 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 Risk Management to ensure compliance with the Motor Vehicle Policy and its 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 a valid US driver's license or have an International Driver's Permit (issued in the driver's country of origin and translated in English) which allows international visitors to legally drive in the U.S. 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 students 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 Risk Management 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 is 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 I-B*)” 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 is subject to the denial or the revocation of their driving privileges.

Some College vehicles are equipped with electronic monitoring that tracks speed, rapid braking or acceleration and other driving conditions. The College reserves the right to suspend or revoke the driving privileges of individuals who exhibit a pattern of unsafe driving habits.

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 VI, and they will be automatically enrolled in the New York State Department of Motor Vehicles License Event Notification Service (LENS) when they are hired. 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

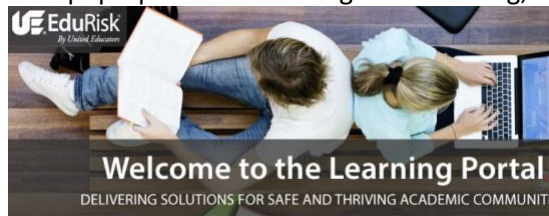
Employees who operate a vehicle as a requirement of their job or are who assigned a College-owned, - leased or -rented vehicle must successfully complete the Driver Safety Training course offered online by the College' Insurance Carrier, United Educators, every 3 years and following any at-fault accident.

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

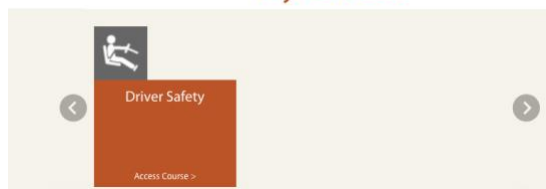
Instructions: Driver Safety Training
Employees & Students

To begin training, follow these steps:

- Go to https://www.skidmore.edu/apps/edu_risk/
- Enter your Skidmore College login credentials to access the Training Portal
- Once on the Training Portal site- click Driver Safety
- Once the Launch site appears - click the Launch button
- A pop-up window will begin the training, click the next button until you complete all pages



My Courses



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 regulations at all times. (This agreement is found on the bottom portion of the Application for College Driving Privileges. It 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 Campus Safety 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 issued while vehicle is in their care and custody.
- Agree that any unauthorized use of Skidmore-owned, -rented or -leased vehicles for non-College related purposes will result in revocation of driving privileges.

X. Fleet Vehicle Use

In addition to the vehicle uses outlined a, the following is information and expectations of drivers using College-owned and -leased Fleet Vehicles:

- The College reserves the right to cancel any reservation based on inclement weather conditions.
- Failure to use a reserved fleet vehicle or cancel a reservation in a timely manner on more than one occasion can result in revocation of driving privileges.
- Transit Low Roof Vans are restricted to faculty and staff use only.
- Towing a trailer (or other item) is restricted to faculty and staff, unless specifically approved.
- Vehicles may be equipped with specialized equipment to monitor safe driving.
- Vehicles have road-side assistance coverage that should be utilized whenever needed.
- Vehicle warm-up-time is restricted to 5 consecutive minutes, except in certain circumstances. Please refer to the [City's code](#) for additional information.
- Vehicles are equipped with [E-ZPass](#) transponder and should be used on toll roads to pay for tolls. All states within a 200 mile radius of Saratoga Springs accept E-ZPass for vehicles with nothing in tow. When a College-owned vehicle is towing a trailer, the College may receive a direct bill, which will be forwarded to the driver/department for payment.
- After fueling vehicle (use gas card provided), give fuel receipt to Campus Safety when returning vehicle pouch. On the receipt, include the account number where the expense should be charged. Drivers may want a copy of the gas receipt for the department secretary who sponsored the usage.
- Gas cards provided with a College vehicle are strictly for gas purchases for approved travel only. Any misuse of a gas card could prompt a College or law enforcement investigation.
- Drivers of vehicles approved to travel outside of the contiguous United States need to contact the office of Risk Management for additional insurance documentation.
- Return fleet's vehicle with at least half a tank of fuel, cleared of any trash or debris, and with all windows rolled up and seats in the upright position.

- Ice scrappers and snow brooms are available in each vehicle and are to be used to ensure an unobstructed view of the road.

XI. Reserving a Fleet Vehicle

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

Reservations should be made by the department authorizing the travel in the following way:

Go to [scheduling website](#)

- Click on "Make a Reservation" (yellow button top right of page)
- Log in with your Skidmore user name and password
- Click "Create a Reservation" on the left-hand side
- Find the "Vehicle Request Form" template and select "Book Now"
- Enter in the Date and Time you are requesting the vehicle. If you need the vehicle for multiple days, use the Recurrence button next to the date and select your date range
- When finished press "Search." The vehicles will now appear that are available. Press the green + sign to select your vehicle, enter the number of people traveling in the car, then press next step
- Fill out all reservation details and check box that you have read and agreed to the terms and conditions. Then press "Create Reservation."

Your request has now been submitted, you will be further notified when the status of your request is confirmed.

If you have questions regarding vehicle reservations - please contact the Scheduling Office at 518-580-5599 or schedule@skidmore.edu.

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. Generally, use of fleet vehicles will be suspended when the Saratoga Springs City School District is delayed or closed. Campus Safety will determine whether to suspending travel on non-school days and will notify the reserving party. Campus Safety will lift the weather-related suspension when it determines that the roads are safe enough to drive.

XII. 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 to 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's non-owned and hired auto coverage. Please contact Risk Management for a Certificate of Insurance.

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

XIII. Personal Vehicle Usage

Individuals who drive their personal vehicle on College business or to/from a College activity are responsible for their 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 Risk Management should also be notified.

XIV. Driving a Vehicle Outside of the US

For destinations that include Canada an additional insurance card is recommended, which may be obtained by contacting the Office of Risk Management.

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 Risk Management.

XV. 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 the driver, the driver's supervisor and Human Resources of revoked driving privileges.

In cases of exigent circumstances, verbal notifications of revoked driving privileges are permitted, with a written notification of the revocation to follow.

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). At a minimum, obtain the other driver's Driver's License and registration information, insurance company information and contact numbers. You should 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 vehicles' glove boxes or available at Campus Safety.
- Notify the driver's Supervisor and Campus Safety (x5566) of the accident as soon as possible.
- 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 Office of Risk Management.
- 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 enforcement officers and College representatives
 - Don't discuss the accident with anyone over the phone or in person unless they represent the College.

VII. 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 operator's 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 recommendations will be forwarded to Human Resources & the vehicle operator's 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.).

VIII. Utility Vehicle/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:

1. Persons must apply to become authorized to drive a Skidmore-owned, -leased or -rented utility vehicle and meet the following requirements:
 - must be over the age of 18
 - have a valid Driver's License
 - meet the MVR criteria outlined in the Motor Vehicle Policy
 - complete the Driver Safety Training and watch the Golf Cart Safety Video
2. Utility vehicle operation is governed under New York State Vehicle and Traffic Laws and operators are subject to the rules of the road, including stopping, turning and safe

operation. Utility vehicle operators observed in violation of these rules can be cited by Campus Safety officers as well as local law enforcement officers.

3. Utility vehicles are restricted to the confines of Skidmore's main campus. Utility vehicles cannot be operated on any public roadway, with the exception of crossing North Broadway to access immediately adjacent college-owned property. Such crossing shall be made at an angle of approximately 90° degrees to the road.
4. Utility vehicles are not permitted to drive on:
 - any covered walkways or pathways that lead to or end at a covered walkway.
 - anywhere on Case Green or within Keyes Quad (map available on page 13).
 - any landscaped or grassy areas (unless it is briefly done to allow pedestrians to pass).
5. Utility vehicles are to be operated at speeds no greater than 20 MPH (or walk speed for those vehicles not equipped with speedometers) or slower as safety concerns demand. Operators should always consider the terrain (such as hills), weather conditions and existing vehicular and pedestrian traffic, which may affect the ability to operate the utility vehicle safely.
6. All passengers must be in seats designed for such use. Operators of utility vehicles are not allowed to carry any more persons in the vehicle than the vehicle was designed to hold. Legs must remain inside the vehicle while it is moving. Secure any cargo or tools loaded in utility vehicle.
7. Utility vehicles must come to a complete stop before any occupant disembarks.
8. Utility vehicles must be operated safely and with the utmost courtesy, care and consideration for the welfare of pedestrians. Pedestrians will be given the right-of-way at all times, and operators shall not impede nor interfere with normal pedestrian or vehicular traffic flow on sidewalks, ramps or roadways.
9. Utility vehicle operators are responsible for the security of keys during the time that the utility vehicle is assigned to them. Any time the utility vehicle is unattended, the ignition will be turned off, the key removed from the ignition and kept in the possession of the operator.
10. Cell phone usage while driving a utility vehicle is prohibited.
11. Utility vehicle operators are not permitted to drive while wearing devices that could impede hearing, such as stereo headsets, earplugs, etc.
12. Operators of utility vehicles are required to slow down before making turns. All turns shall be executed at reduced speed to avoid accidents.
13. Before backing up in a utility vehicle, the operator is required to check the area behind the vehicle for pedestrians, vehicles and other hazards.
14. In the event of an accident or incident involving a utility vehicle contact Campus Safety and your supervisor immediately.
15. Utility vehicles are forbidden to be parked:
 - In fire lanes
 - In Handicapped Parking spots
 - In reserved parking spots
 - Within 10' of a fire hydrant

16. Do not push the utility vehicle if it breaks down unless it is in the roadway or pedestrian right of way.
17. If the utility vehicle breaks down or becomes damaged, report it to your supervisor.

IX.

Vehicle Insurance

The College's insurance provides for both liability and physical damage for College-owned, -leased or -rented vehicles. Evidence of insurance is available online at https://www.skidmore.edu/risk-management/motor_vehicle_policy/insurance.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:



PHILADELPHIA
INSURANCE COMPANIES

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

Motor Vehicle and Golf/Utility Cart

All College faculty and staff **MUST** complete this form in order to be approved to operate a College owned, leased or rented vehicle, including golf carts, on Skidmore College business. Carefully read, complete, and return this form with a copy of the applicant's driver's license to Risk Management. **Applicants must be at least 18 years of age.*

PERSONAL INFORMATION (please print):

NAME (exactly as it appears on driver's license)

EMPLOYEE ID # (7 digits)

DOB (mm/dd/yyyy)

HOME ADDRESS (exactly as it appears on driver's license)

CITY

STATE

ZIP CODE

E-MAIL ADDRESS @skidmore.edu

PHONE #

YEARS DRIVING EXPERIENCE

DRIVER'S LICENSE # (9 digits)

STATE ISSUED *

** If not New York State, please also complete & submit a
Non-NYS Driver's License Authorization Form.*

DEPARTMENT

TITLE

SUPERVISOR

I acknowledge that I have read, understood and agree to abide by the College's Motor Vehicle Policy _____ (initial)

I have completed the required Motor Vehicle Driver Safety Training _____ (initial) Date Completed: _____

I acknowledge that I have read, understood and agree to abide by the College's Golf/Utility Cart Policy _____ (initial)

I have completed the College's Golf/Utility Cart Driver Safety Training _____ (initial) Date Completed: _____

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.

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.

I also 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 *Electronic Signature not accepted, please print and sign to submit*

DATE

APPLICATION MAY TAKE UP TO A WEEK TO PROCESS AND MUST BE APPROVED PRIOR TO DRIVING.

STUDENT- DRIVER AUTHORIZATION APPLICATION

Motor Vehicle and Golf/Utility Cart

Skidmore College students, nominated by an academic department or sanctioned club, MUST complete this form in order to be approved to operate a College owned, leased, or rented motor vehicle and golf/utility cart for an approved College related purpose. Carefully read, complete, and return this form with a copy of the applicant's driver's license to Risk Management. **Students must be at least 18 years of age.*

PERSONAL INFORMATION (please print):

NAME (exactly as it appears on driver's license) CLASS YEAR STUDENT ID # (9 digits) DOB (mm/dd/yyyy)

HOME ADDRESS (exactly as it appears on driver's license) CITY STATE ZIP CODE

STUDENT E-MAIL ADDRESS @skidmore.edu STUDENT CELL PHONE # YEARS DRIVING EXPERIENCE

DRIVER'S LICENSE # (9 digits) STATE ISSUED * ** If not New York State, please also complete & submit a Non NYS Driver's License Authorization Form.*

REASON FOR DRIVING (Example: internship, field placement, club, etc.) FACULTY/STAFF NAME & DEPARTMENT (sanctioning travel)

I acknowledge that I have read, understood and agree to abide by the College's Motor Vehicle Policy _____ (initial)
I have completed the required Motor Vehicle Driver Safety Training _____ (initial) Date Completed: _____

I acknowledge that I have read, understood and agree to abide by the College's Golf/Utility Cart Policy _____ (initial)
I have completed the College's Golf/Utility Cart Driver Safety Training _____ (initial) Date Completed: _____

By my signature, I hereby authorize Skidmore College and/or its insurance representative, pursuant to the Driver's Protection Act to obtain and review my Motor Vehicle Record (and periodically thereafter) as needed in order to evaluate my insurability when driving a College owned, leased, or rented motor vehicle and golf/utility cart. 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 also understand that I have an obligation and responsibility to the College that 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 motor vehicle and golf/utility cart.

SIGNATURE *Electronic Signature not accepted, please print and sign to submit* DATE

APPLICATION MAY TAKE UP TO A WEEK TO PROCESS AND MUST BE APPROVED PRIOR TO DRIVING.

Utility Vehicle/Golf Cart Map

