

**PACE UNIVERSITY**  
**TRANSPORTATION DEPARTMENT**  
(914) 923-2695 / FAX (914) 923-0651  
[www.pace.edu/transportation](http://www.pace.edu/transportation)

**A P P L I C A T I O N**  
**FOR**  
**A U T H O R I Z A T I O N**  
**AS AN**

**OCCASIONAL DRIVER**

**OF**  
**UNIVERSITY VEHICLES**  
(For Faculty, Staff & Student Drivers  
who drive occasionally)

In order to become eligible for inclusion on the *Authorized Drivers List* maintained by the Director of Transportation, applicants must complete this application and return it, along with any required documentation, to the Transportation Department. Applicants must complete pages 3 and 4 and return these pages (3 and 4) along with any required documentation, to the Transportation Department.

When this application is processed and all required training is completed, applicants will be notified in writing by the Director of Transportation as to whether they have been approved as an occasional driver of University vehicles within a reasonable time period. Applicants are encouraged to submit required materials at least thirty (30) days in advance of when authorization is needed in order to ensure sufficient time for processing of their application and conducting of necessary training.

1. All requested information on this application must be completed and submitted along with a photocopy of the applicant's U.S. issued driver's license in an enlarged format to ensure that the license number is easily identified. The applicant's driving record will be accessed by the University in order to confirm that the applicant meets the minimum eligibility requirements for driving University vehicles. This application may be faxed to the Transportation Department at extension 2697 or sent by interoffice mail to the Transportation Department on the Briarcliff Campus (BR).
2. Each applicant is presumed to have completely read and to understand the *Policy Governing Occasional Drivers of University Vehicles (page 5)*, a copy of which has been provided by the Transportation Department within this document. Any questions regarding the policy should be brought to the attention of the Director of Transportation.
3. Defensive Driving Certification is required to drive any University Vehicle. Applicants may obtain such training from the University or through any other University approved certification program. Please call the Transportation Department to schedule attendance in the next course. An applicant who completes the course provided by the University may be entitled to an insurance discount for his/her personal motor vehicle if he/she is the principal driver and the vehicle is registered in New York State. An applicant will also be eligible for a New York State Department of Motor Vehicle license point reduction for past violations if he/she successfully completes the driver safety program. Other Defensive Driving Certifications from states other than New York are acceptable. Please contact the Transportation Department for details. Copies of certification for pre-existing training must be given to the Transportation Department along with this application.
4. If an applicant is applying to drive 15 passenger (14 passenger + driver) vans, *in passenger van service*, or any standard sized van, he/she will be required to undergo "*Coaching the Van Driver*" training and successfully complete a road test of driving skills. Please call the Transportation Department to enroll in this training.
5. Applicants applying to drive 15 passenger vans *in passenger van service*, must satisfactorily provide evidence of medical fitness. Use the enclosed reporting form (page four)

# APPLICATION TO DRIVE PACE UNIVERSITY VEHICLES

PLEASE PRINT INFORMATION BELOW:

NAME.....>	
STREET.....>	
CITY.....>	
STATE, ZIP.....>	
DRIVER'S LICENSE NUMBER.....>	
ISSUING STATE OF LICENSE.....>	
SOCIAL SECURITY NUMBER.....>	
DATE OF BIRTH.....>	
DAYTIME TELEPHONE NUMBER.....>	
DO YOU HAVE ANY REPORTABLE LICENSE REVOCATIONS/SUSPENSIONS, MOVING VIOLATIONS, ACCIDENTS RESULTING IN SERIOUS BODILY INJURY OR PROPERTY DAMAGE, OR CONVICTIONS OF MISDEMEANORS OR FELONIES FOR THE PREVIOUS THREE (3) YEARS? IF YES, PLEASE DESCRIBE.....>	
CLASS YEAR IF STUDENT (Freshman, etc.) or STATE WHETHER STAFF or FACULTY .....>	
DEPARTMENT (IF EMPLOYEE).....>	
DEPARTMENT HEAD SIGNATURE (IF EMPLOYEE).....>	
DEAN FOR STUDENTS SIGNATURE (IF STUDENT).....>	
DO YOU HAVE A CURRENT DEFENSIVE DRIVING CERTIFICATE? IF YES, PLEASE INCLUDE A COPY WITH THIS APPLICATION.....>	
DO YOU HAVE A MEDICAL OR PHYSICAL CONDITION, OR ARE YOU OR WILL YOU BE TAKING ANY MEDICATION, WHICH MAY AFFECT YOUR ABILITY TO SAFELY AND EFFECTIVELY OPERATE A UNIVERSITY VEHICLE? IF YES, PLEASE SUBMIT DOCUMENTATION FROM A QUALIFIED HEALTH CARE PROFESSIONAL AS TO HOW SUCH CONDITION INTERFERES WITH DRIVING ABILITY AND WHAT TYPE OF ACCOMMODATION, IF ANY, IS NECESSARY TO ENSURE SAFE OPERATION.....>	

The above information will be used by the University to check the applicant's U.S. issued license with the Department of Motor Vehicles, and will also be placed on the L.E.N.S. Program (License Event Notification System) with the Department of Motor Vehicles, which provides continuous monitoring of a person's license and driving record. **An enlarged photocopy of the applicant's U.S. issued driver's license must be included with this application.**

**SIGNATURE PAGE –RETURN THIS PAGE WITH PAGE 3 TO TRANSPORTATION DEPARTMENT, BRIARCLIFF**

**Applicant's Acknowledgement:**

I acknowledge that I have read, understand, and agree to abide by the *Policy Governing Occasional Drivers of University Vehicles*. (page 5)

I understand that by signing this application I am granting the University the right to access my complete driving record, both at the time of initial application, and for the entire time period that my driving authorization with the University remains in effect .

I acknowledge that the University may deny my application at its discretion.

I agree that I am personally responsible to advise those to whom I report of any inability on my part to be in compliance with these rules.

I understand the Prohibited Hours of Driving in Passenger Service rules as outlined above (page 8).

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**MEDICAL PHYSICAL TO DRIVE IN PASSENGER SERVICE  
MEDICAL RELEASE FORM**

DATE \_\_\_\_\_

TO: FRANCOISE CRESPO, DIRECTOR OF TRANSPORTATION

MR/MS \_\_\_\_\_ has received a  
(Driver)

physical examination on \_\_\_\_\_ and has been cleared by  
(Date)  
me to drive a 15 passenger university van in *passenger service*.

PHYSICIAN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHYSICIAN'S SIGNATURE \_\_\_\_\_  
(MUST ATTACH BUSINESS CARD OR AFFIX STAMP)

## PACE UNIVERSITY POLICY GOVERNING OCCASIONAL DRIVERS OF UNIVERSITY VEHICLES

### Purpose:

This policy has been adopted to ensure that occasional drivers of University vehicles\* are adequately qualified and trained, and follow proper procedures. The policy is designed with the ultimate goal of adequately protecting the safety of drivers and passengers of University vehicles. All University employees and students who occasionally drive University vehicles for University business, events or activities are subject to this policy. This policy does not apply to University employees or contract employees that drive University vehicles as a major function of their job responsibilities, such as those employees working for the Transportation Department.

### Minimum Eligibility Requirements for Driver Authorization:

*Drivers of University vehicles must be at least eighteen (18) years of age, possess a valid U.S. driver's license of the classification appropriate to the vehicle to be used (at least a Class D license), have at least two (2) years of driving experience, and have driven at least 1,500 miles prior to authorization. Student drivers must also have been in attendance as a Pace student for at least one full year prior to being permitted to drive a University vehicle. Student drivers are restricted to minivans or sedans and may not carry more than one passenger. Drivers that have a medical or physical condition, or who are or will be taking medication, which may affect their ability to safely and effectively operate a University vehicle, must submit documentation from a qualified health care professional describing how such condition interferes with driving ability and what type of accommodation, if any, is necessary to ensure safe operation. The University reserves the right to prohibit any individual from driving a University vehicle whom it determines to be unsafe, regardless of the basis.*

Applicants who wish to be initially added to the list of approved drivers must report all license revocation/suspensions, moving violations, accidents involving serious bodily injury or property damage for the previous three (3) year period, and any vehicular or non-vehicular convictions of misdemeanors or felonies regardless of time period, to the University's Director of Transportation. The Director of Transportation, in consultation with the Vice President for Human Resources, Provost or Dean For Students (as appropriate) may deny driving privileges when the driver's record reflects any one or combination of the foregoing circumstances.

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\* University vehicles refers to all vehicles that are owned, rented, leased or borrowed for use by the University.

All drivers of University vehicles must successfully complete a University-approved Safe Driving Program course and a University Road Testing Program course prior to authorization. In addition, drivers of University vehicles must not have had more than two (2) accidents or moving violations within the preceding three (3) year period as evidenced by the driving record maintained with the Department of Motor Vehicles. The University reserves the right to perform New York State Department of Motor Vehicles (or home state of driver) license history and record checks upon initial application for authorization to drive, on an annual basis, or periodically as it deems appropriate. Applicants who wish to be initially added to the list of approved drivers must report all license revocation/suspensions, moving violations, accidents involving serious bodily injury or property damage for the previous three (3) year period, and any non-vehicular convictions of misdemeanors or felonies regardless of time period, to the University's Director of Transportation. If approved and added to the list of authorized drivers, drivers must report any new license revocation/suspensions, moving violations, accidents involving serious bodily injury or property damage, or convictions of non-vehicular misdemeanors or felonies immediately to the Director of Transportation. The failure to report any of the above violations or convictions within a reasonable time period of occurrence may result in disciplinary action, up to and including termination of employment, with respect to a University employee, or up to and including suspension or dismissal from the University, with respect to a student.

For applicants with a CDL license who apply to drive University regulated commercial vehicles, it is required that such individuals pass the Transportation Department's drug and alcohol testing prior to authorization. Such individuals may also be subject to random and post-accident drug and alcohol testing pursuant to the United States Department of Transportation's federal regulations. In addition, only specifically authorized drivers are permitted to drive specially equipped University vehicles, such as emergency vehicles, patrol cars, ambulances, fire response vehicles, or regulated commercial vehicles.

Students or employees who have been disciplined for violating any University policies, including but not limited to, policies regarding alcohol and drug use, may not be permitted to drive University vehicles. The Deans for Students Offices will notify the Director of Transportation regarding student violations of University policy, the Vice President of Human Resources or his/her designee will notify the Director of Transportation regarding staff employee violations of University policy, *and the Provost or his/her designee will notify the Director of Transportation regarding faculty violations of University policy.* In addition, the Deans for Students must give prior written approval for students to be included on the authorized drivers' list, and the appropriate department must give prior written approval for staff or faculty to be included on the authorized drivers' list. The application to drive University vehicles includes a line for the Deans for Students and department heads to indicated their approvals.

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University and rented vans (7 and 15 passenger) are to be driven only by “designated drivers” who have been pre-selected as authorized van drivers by department heads and who are included on the L.E.N.S. Program (License Event Notification System) maintained by the Director of Transportation. In addition, if applying to drive a 15-passenger van or any standard size van, the applicant must undergo *Coaching the Van Driver* training and successfully complete the requisite University road test prior to receiving permission to drive such passenger vans. The road test will be conducted with the driver using one of the 15-passenger vans in order to assess driving ability of that specific type of vehicle.

Individuals may be denied inclusion, removed from the list of approved drivers, or reinstated to the list at the discretion of the Director of Transportation in consultation with the Deans for Students, Vice President of Human Resources, or Provost depending on the status of the driver. None of the foregoing guidelines will be construed as limiting in any way the right of the University to discipline or terminate its own employees at any time with or without cause and without prior notice.

### Administration of Policy:

***The Director of Transportation will be responsible for the daily administration of this policy. The Director will notify, in writing, the authorized drivers if they violate the policy, or are removed from the authorized list. The Director of Transportation will also report such violations and removals to the Vice President of Human Resources for employees (including officers), the Deans for Students for students, and the Provost for faculty for further review and possible disciplinary or other appropriate action.***

This policy will be maintained by the Transportation Department, both in hard copy and on its Web page at the Intra Pace Web site. It will also be included in the University's Employee Handbook in hard copy and on the Human Resources Web page at the Intra Pace Web site. This policy will be distributed to all new employees when hired. The policy will also be available for students to review on the Intra Pace Web site and will be included in the Student Handbook.

### Rules and Regulations for Vehicle Use:

Requests for University vehicles must be submitted, in writing, by the requesting department to the Director of Transportation at least thirty (30) days in advance of the requested vehicle use date. Requests must be made by the employee responsible for the University-related business, event or activity that the vehicle is requested for, or his or her supervisor. The Loaner Vehicle Request Form must be used for requests. Copies of

## POLICY GOVERNING OCCASIONAL DRIVERS OF UNIVERSITY VEHICLES

such form can be downloaded from the Transportation Department's Web page or can be obtained in hard copy from the Transportation Department directly.

Use of University owned, leased or rented vehicles is permitted only for University-sponsored functions, activities and programs. Side trips of a personal nature are strictly prohibited. Any employee or student that is found using, or attempting to use, a University vehicle for a non-University purpose will be in violation of this policy and shall be appropriately disciplined, up to and including termination for employees, or dismissal for students. In addition, University vehicles must only be used for the activity for which the approval by the Director of Transportation was granted. Any additional uses, even if for University-sponsored activity, must be pre-approved.

To facilitate safe operation of its vehicles, the University requires that authorized drivers strictly adhere to the following hours and mileage limitation rules:

### **1. HOURS OF PERMITTED DRIVING OF UNIVERSITY VEHICLES**

The 150/300 Mile Rule - Trips in excess of 150 miles, or 300 miles round trip, require an overnight stay, unless a second authorized driver shares the driving responsibilities pursuant to a multiple driver arrangement that has been pre-approved by the Director of Transportation for that trip.

The 600 Mile Rule - No more than 600 miles may be driven in any one-day (twenty-four hour period) regardless of the number of authorized drivers that share the driving responsibilities. Additionally, no driver may drive more than three hours at a time without taking a 30-minute rest break from driving. After a 30-minute rest break, a driver may resume driving responsibilities not in excess of the other limitations described in this Policy. If a second driver has been pre-approved by the Director of Transportation, that driver may begin driving immediately following the shift of the preceding driver.

The 15 Hour Rule – A driver may not drive a University vehicle unless the driver has had at least 8 continuous hours off duty following any period in which the driver has been on duty (whether driving or not) for 15 or more hours. Further, a driver may not drive a University vehicle during any period that will result in the driver being on duty for 15 or more continuous hours. (For example, if during a 15 hour period the driver has engaged in 13 hours of on duty activities other than driving, the driver may not drive more than 2 hours during that 15 hour period.) No trips may be scheduled that will require a driver to exceed 15 continuous hours of on duty activities (including driving). On duty time means all times during which an individual is: (a) performing work for Pace University and/or (b) performing work for another employer prior to reporting to Pace University, and (c) participating in classroom activity, internships, sports practices or competitions, or similar activities. On duty time includes the period from the time an individual begins travelling to work or is required to be in readiness to work, until the time he/she is relieved from work and all responsibility for performing work or other listed participatory activity.

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***A driver who violates the University's hours or mileage limitation rules will be appropriately sanctioned, including withdrawal of driving privileges. Questions regarding the hours or mileage limitation driving rules should be directed to the Director of Transportation.***

Authorized drivers granted use of a University vehicle are responsible for the safe operation and securing of the vehicle while the vehicle is in their custody. Custody is defined for the purposes of this policy to mean the time the authorized driver accepts the keys for the vehicle until the vehicle and keys are returned to the regular custodian of the vehicle, which will generally be the Transportation Department. Authorized drivers granted use of a University vehicle shall not permit unauthorized drivers to operate the vehicle while the vehicle is in their custody.

Authorized drivers must perform a vehicle inspection prior to each trip with a University vehicle. Such inspection shall include checking the oil and other fluid levels, the windshield wipers, tire inflation, mirrors, lights, horn, leaks, existing vehicle damage, and verifying that the Accident Report Form and instructions are in the glove compartment. A checklist for such inspection will be provided to every driver that is granted a University vehicle for a pre-approved trip.

Drivers of University vehicles must operate the vehicle in conformance with University rules and regulations, and all relevant motor vehicle laws of any jurisdictions in which the vehicle will be driven. For vehicles equipped with seat belts, the number of occupants in a University vehicle shall not exceed the number of available and operational seat belts. Seat belts must be worn by all occupants at all times while a University vehicle is in motion. Occupants of a University vehicle must be fully seated within a seat at all times the vehicle is in motion or temporarily stopped for traffic signals.

For trips which require a rental vehicle, either because of the type of vehicle to be used or because there is limited availability of University vehicles for such dates, only rental agencies approved by the University are to be used. A list of University approved van rental agencies is available at the Transportation Department. If a rental vehicle is used, the University strongly suggests additional collision damage coverage be obtained if available. The department and driver renting the vehicle must comply with the individual rental agency's policies.

**Accident/Moving Violations Reporting and Investigation:**

***An Accident Report Form, insurance identification card, and the vehicle's registration is stored in the glove compartment of each University vehicle. Authorized drivers are required to immediately report any accidents***

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***involving University vehicles in their custody to the Director of Transportation, whose telephone number is listed on the Accident Report Form. In the event the Director is unreachable, such accident must be reported to Campus Security. Authorized drivers must secure and report information necessary to complete the University's Accident Report Form. In addition, authorized drivers are responsible for reporting any accidents to local law enforcement authorities as required by the locality in which the accident occurred. Upon return of the vehicle to the Transportation Department, authorized drivers must report any damage to University vehicles that occurred while the vehicle was in the driver's custody regardless of the reason for such damage.***

All accidents involving University vehicles which occurred during use by an authorized driver are investigated for cause and preventability. Authorized drivers incurring accidents with liability or collision losses in excess of \$500 will be removed from the authorized drivers list for a minimum of one calendar year from date of removal.

The requesting department/program is responsible for handling all tickets and traffic violations, including corresponding fees, resulting from the use of a University vehicle in the custody of an authorized driver from that department/program. In addition, a \$100 fee will be charged to the requesting department/program for a vehicular accident.