

PACE UNIVERSITY

TRANSPORTATION DEPARTMENT

914 923-2695 / FAX 914 923-0651

www.pace.edu/transportation

**APPLICATION
FOR
AUTHORIZATION
AS A**

DAILY DRIVER

**OF
UNIVERSITY**

OWNED/LEASED

VEHICLES

(For Staff & Contract Employees' Use)

Here's what you need to know...

In order to become eligible on the *Authorized Drivers' List*, each applicant must complete the documents in this packet and return the signed copies as indicated to the Transportation Office.

WHEN YOU COMPLETE THIS APPLICATION AND YOU HAVE FINISHED ALL REQUIRED TRAINING, YOU SHOULD EXPECT THAT THE PROCESS TO COMPLETE YOUR APPLICATION WILL TAKE AT LEAST 30 DAYS. YOU MAY NOT DRIVE A PACE UNIVERSITY VEHICLE UNLESS YOU RECEIVE WRITTEN AUTHORIZATION FROM THE TRANSPORTATION DEPARTMENT.

HERE ARE THE DOCUMENTS:

1. ***Application to Drive Pace University Vehicle*** **page 3**
2. ***Authorized Drivers Policy*** should be completely read and signed and returned to the Transportation office. **page 5**
3. ***Prohibited Hours of Driving***. Read and sign and return to office. **page 8**
4. ***Defensive Driving Certification*** is required to drive any University owned/leased vehicle. You may receive this within the University or at any other certification program available. If you take the class provided by the University and your personal vehicle, operated by you as the principal driver, is registered in New York State, you are entitled to an insurance discount on your personal motor vehicle policy. You will also be eligible for a NYS Department of Motor Vehicle license point reduction for past violations. Other Defensive Driving Certifications from home states other than New York are acceptable. Please contact us for details. You must provide us with copies of certification for pre-existing training. Call the office to schedule your attendance in our next class.
5. ***Coaching the Van Driver Training*** is required if you are going to drive a standard size van for cargo or passenger service, you will be required to undergo training and successfully complete a road test of driving skills. Call the transportation office to enroll in this training.

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.....>	
DO YOU HAVE ANY REPORTABLE LICENSE REVOCATIONS/SUSPENSIONS, MOVING VIOLATIONS, AND OR 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 *Authorized Drivers' Policy*. (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 (page 3).

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).

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

Signature of Pace University's Employee:

DATE _____

PACE EMPLOYEE'S NAME _____
(PLEASE PRINT)

PACE EMPLOYEE'S SIGNATURE _____

Signature of Contractor's employee:

DATE _____

CONTRACTOR'S NAME _____

CONTRACTOR EMPLOYEE'S NAME _____
(PLEASE PRINT)

CONTRACTOR EMPLOYEE'S SIGNATURE _____

CONTRACTOR'S SUPERVISOR _____
(PLEASE PRINT)

CONTRACTOR SUPERVISOR'S SIGNATURE _____

AUTHORIZED DRIVERS POLICY

(FORMERLY SERIOUS TRAFFIC OFFENDERS)

PURPOSE

Pace University considers the safety of its employees and students among its highest priorities.

Individuals subject to the Policy:

All University employees and contractors' employee who drive University owned or leased vehicles or other vehicles on University business.

The University maintains a list of approved drivers, each of whom must successfully complete a University administered or approved safe driving course(s). Individuals who wish to be initially added to the list of approved drivers must report all moving violations to the University Director of Transportation. Once added to the list, drivers must report any new moving violations.

Before an approved driver may use a non-University vehicle in connection with University business, the driver must satisfy the Director of Transportation by presentation of appropriate documentation, that the vehicle to be used is properly insured, registered and inspected. The driver must also certify to the Director that the vehicle is in a safe condition.

Individuals may be denied inclusion or removed from the list of approved drivers at the discretion of the Director of Transportation.

- Reinstatement of the privilege is subject to the review of the University's Human Resource Office with respect to University employees and by the contractors' supervisory staff, with respect to contractors' employees and in consultation with the Director of Transportation

The Policy:

Pace University employees and contractors' employees who operate any Pace University vehicle or non-University vehicles on University business will be denied driving privileges upon the following occurrences:

1. (a) Driver's license suspended or revoked within the last 12 months, or

(b) Driver's license suspended or revoked at any time between the 13th and 36th preceding months.

◆ Reinstatement of the privilege is subject to the review of the University's Human Resource Office with respect to University employees and by the contractors' supervisory staff in consultation with the Director of Transportation, with respect to contractors' employees.

2. Conviction within the last 36 months of:
 - (a) Operating a vehicle under the influence of alcohol or other controlled substance, or
 - (b) Leaving the scene of an accident, or
 - (c) Any felony involving the use of a motor vehicle, or
 - (d) A felony involving the manufacturing, distributing, or dispensing of a controlled substance involving a motor vehicle.
◆ Reinstatement of the privilege is subject to the review of the University's Human Resource Office with respect to University employees and by the contractors' supervisory staff in consultation with the Director of Transportation, with respect to contractors' employees.

3. Any combination of two or more of the following serious violations within the last 18 months. (Convictions and violations to be counted include those arising from use of private as well as University vehicles).
 - (a) Excessive speeding.
 - (b) Reckless driving.
 - (c) Erratic lane changes.
 - (d) Following too closely.
◆ Reinstatement of the privilege is subject to the review of the University's Human Resource Office with respect to University employees and by the contractors' supervisory staff in consultation with the Director of Transportation, with respect to contractors' employees.

4. Any one of the violations referred to in Paragraph 3 above, when the driver has also been involved in a personal injury accident or a preventable accident during the same 18 month period.
- ◆ Reinstatement of the privilege is subject to review of the University's Human Resource Office with respect to University employees and by the contractors' supervisory staff in consultation with the Director of Transportation, with respect to contractors' employees

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 hire, on an annual basis or periodically as it deems appropriate.

In instances where Pace University policy is stricter than legal requirements, the University's policy will prevail. The failure to report any of the above violations or crimes to an immediate supervisor within 24 hours of occurrence will result in: (i) with respect to a University employee – disciplinary action which may include termination of employment; (ii) with respect to a contract employee – upon Pace's request, the contractor's removal of the contract employee from the Pace account; and (iii) with respect to a student – disciplinary action which may include suspension or dismissal from the University.

ADMINISTRATION

The Director of Transportation will be responsible for the daily administration of this policy and will report to Human Resources and appropriate contractors' supervisors all such violations for further review and action. The Director of Transportation will notify, by letter, the responsible department head or contractor's supervisor of any existing violation by one of their employees. The department head or contractor's supervisor will immediately relieve such driver from driving duties until further advised by the Director of Transportation.

Should an officer of the University be involved in any violations listed above, the matter will be referred to the Vice President for Human Resources.

An annual distribution of this policy will be implemented at the beginning of each Fall Semester.

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. Neither will these guidelines be construed as limiting the right of the University to require any of its contractors to remove any of the contractors' employees from the Pace University account and from Pace's premises.

PROHIBITED HOURS OF DRIVING IN PASSENGER SERVICE

In order for the University to assure that the safety of its passengers is of uppermost importance, the “Prohibited Hours of Driving” offers a reasonable guideline for the number of hours you may drive under any given circumstance.

There are two milestones that are the foundation of this guideline.

TEN (10) HOUR RULE

After an eight-hour break, no one may drive for more than a total of ten (10) hours
&

FIFTEEN (15) HOUR RULE

After an eight-hour break and fifteen (15) hours of service, no one may drive AT ALL!

To understand this rule, think of your ordinary day. You rise and begin your service (work, classes, hobbies) at 8AM. At noon, you are assigned to drive to an event that is three hours driving one way and you remain there for two hours. You return at 9PM.

How are you doing? First, look at the number of hours you were driving. The answer is six (6) hours. This is less than 10 hours, so that's good. Now look at the times of service. You started at 8AM and finished at 9PM. That's 13 hours, two less than 15 hours, so that's good.

Look at another example. You start your service at 8AM and you have an afternoon event in Connecticut at 7PM. The event will end at 9PM and you will need two hours of driving time to complete the trip one way. Can you do it? You are driving four hours total, so that's good. Is it in less than 15 hours? Yes, only if you can return by 11PM.

Take the same example and add some driving hours. Let's say it takes 3 hours one way. Can we make the same trip? Your 15-hour day starts at 8AM and ends at 11PM. You are leaving the event for the return trip at 9PM and need three hours of driving time. This means you will arrive back at 12AM. That's one hour over the 15-hour rule. It's only one hour! Can you take the assignment? No! You may not plan to violate any of the “Hours of Prohibited Driving” rules. You can win by one; but you can also lose by one.