

## Authorized Drivers Policy

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## 01. Policy Statement

Pace University considers the safety of its employees and students among its highest priorities. The University maintains a list of approved drivers, each of whom must successfully complete a University administered or approved safe driving course(s). This list includes all University employees and contractors' employees who drive University owned or leased vehicles or other vehicles on University business.

## 02. What is an Authorized Driver?

An authorized driver for the University, has gone through the application process, submitted all the correct documentation, received any required training and has been granted approval from the University Director of Transportation. There are two types of authorized drives; daily and occasional. The daily drivers are those who use Pace University vehicles on a daily basis for their position. For example, those employees in Mail Services, Transportation, Security and Contract Employees would be considered daily drivers. All other drives are considered occasional drivers, since they do not use the vehicles on a daily basis, such as staff and student drivers for athletics and student development and campus activities.

## 03. How to become an Authorized Driver

Those wishing to become an authorized driver 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. You may not drive a Pace University vehicle unless you have received written authorization from the Transportation Department.

You must meet and complete the following requirements:

1. Minimum Eligibility Requirements for Driver Authorization:
  - a. 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.
  - b. 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.
  - c. 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.
  - d. 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.

2. 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).
3. 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.
4. Each applicant must read and understand the Authorized Drivers Policy, as well as the Hours and Mileage Limitation Policy, and has signed the acknowledgement page found on the Transportation website. Any questions regarding these policies should be brought to the attention of the Director of Transportation.
5. 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.
6. 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.
  - a. 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.

7. 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.

#### **04. Removal and Reinstatement of Driving Privileges**

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

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. Driver's license suspended or revoked within the last 12 months or Driver's license suspended or revoked at any time between the 13th and 36th preceding months.
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.
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.
4. Any one of the violations referred to above, when the driver has also been involved in a personal injury accident or a preventable accident during the same 18 month period.

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.

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.

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. 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.

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.

#### **05. Accident/Moving Violations Reporting and Investigation**

Authorized 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.

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 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.

#### **06. Rules and Regulations for Vehicle Requests**

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 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.

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.

#### **07. 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.

**08. Contact Information**

If you have any questions regarding this policy or any information regarding the Transportation department, please contact:

Carolina Salcedo  
Director, University Transportation  
Phone: (914) 923-2834  
Email: [csalcedo@pace.edu](mailto:csalcedo@pace.edu)