



Policy Name:	Mercy University Vehicle Use Policy		
Associated Forms:	1. Application for Authorization to Drive a Mercy Vehicle 2. Accident Report Form	Policy Number:	2018-2
Reviewed:	Non-Academic Policy Committee	Approved:	November 16, 2018
Approval Authority:	President <i>Timothy L. Hall</i>	Adopted:	November 2018
Responsible Executive:	Vice President for Operations and Facilities	Revised:	1. Policy Governing Occasional Drivers of University Vehicles 2. Authorized Drivers Policy
Responsible Office:	1. Office of Transportation Management 2. Office of Campus Safety and Security	Contact:	1. Director of Transportation 2. Director of Campus Security

Vehicle Use Policy

Office of Transportation Management

transportation@mercy.edu

Non-Emergencies - (914) 674-7225

Emergencies – (914) 674-9999

Weather Hotline / Campus Closing – (914) 674-7777

Table of Contents

Policy Statement	4
Administration of This Policy.....	4
Persons Covered Under this Policy.....	4
Types of Vehicles Covered Under this Policy	4
Personal Vehicles.....	5
General Requirements for Employees, Contractors and Vendors Operating Mercy University Vehicles (“General Requirements”)	5
Additional Requirements for Employees, Contractors & Vendors Operating Specialty Mercy University Vehicles.....	6
Requirements for Students Operating Mercy University Vehicles.....	6
Requirements for Rental Vehicles	6
Requirements for Employer Assigned Vehicles	7
Application and Approval Process.....	8
Rules Governing the Use of All Vehicles Covered Under This Policy	8
Accident Protocol.....	11
Campus Access, Parking & Roadways.....	12
Appendix A: Guidelines for Approving Drivers	13
Appendix B: Guidelines for Employee Assigned Vehicles.....	15
Appendix C : LENS Program Application	16
Appendix D: Accident Report Form.....	21

Policy Statement

This policy sets forth rules and procedures governing the safe and proper use of vehicles that are utilized in furtherance of Mercy University business or sanctioned functions. This Policy is designed to secure to the greatest extent possible the safety of drivers, passengers and pedestrians while members of the University community effectively carry out University business. As such, all drivers of Mercy University motor vehicles are expected to follow the rules and procedures outlined in this policy and to abide by all campus regulations and all local, state and federal laws.

Administration of This Policy

The Vice President for Operations and Facilities (“Vice President”) shall be responsible for the enforcement and execution of this Policy. The Vice President may designate responsibilities for carrying out this Policy as he/she sees fit, including but not limited to the Director of Transportation.

In the event that a student or an employee violates this Policy, the Vice President or designee will notify the individual in writing, and shall report the individual to the appropriate manager (i.e. Dean of Student Affairs for students, Provost’s Office for faculty and Executive Director of Human Resources for all other employees.)

Persons Covered Under this Policy

This Policy applies to all eligible Mercy University employees, students and service contractors who are approved to operate any of the types of vehicles covered under this Policy. Service contractors may be subject to additional requirements as set forth by the University, which will be communicated to the relevant company representative. Union employees should also refer to the UAW Local 2110 Collective Bargaining Agreement (CBA) for additional information. If any provisions in this Policy or the CBA conflict, the CBA shall take precedence for union employees.

Types of Vehicles Covered Under this Policy

All vehicles insured or indemnified by the University’s automobile or other insurance, as well as rental vehicles for University business, shall be subject to this Policy. Those vehicles are:

1. **University-Owned or Leased Vehicles:** Any vehicle that is acquired by the University in any fashion and is legally obligated to be insured by the University when in use, including vehicles used for transporting people, utility vehicles, golf carts and maintenance vehicles.
2. **Specialty Vehicle:** Any vehicle other than a standard passenger vehicle (e.g. sedans, vans, etc.), or any vehicle designated as a specialty vehicle by the VP for Operations and Facilities (including but not limited to vans that hold 15 or more passengers and have a commercial license plate).

3. **Rental Vehicles:** Any vehicle rented by any member of the University community for a sanctioned University function.
4. **Employer Assigned Vehicle:** Any University-owned or leased vehicle that is assigned to a specific employee.

Personal Vehicles

Personal vehicles that are owned by an employee or student, even when used in furtherance of University business, are not covered under this Policy. Individuals who drive a personal vehicle in furtherance of University business should refer to the *Mercy University Travel and Expense Policy* for approval and reimbursement policies. When an individual uses his/her personal vehicle for University business, the vehicle owner's personal automobile liability insurance is primary, meaning that the vehicle owner's personal automobile liability insurance policy covers bodily injury and property damage to third parties, as well as injuries to individuals in the vehicle. Mercy University will not cover or reimburse any expenses (including insurance deductible amounts) incurred to repair damages to a personal vehicle used for University business.

Under no circumstances are employees (including faculty members) permitted to drive students utilizing a personal vehicle, as those instances would not be covered by the University's insurance policy and could lead to liability on the part of the employee or the University.

General Requirements for Employees, Contractors and Vendors Operating Mercy University Vehicles (“General Requirements”)

To be considered eligible to operate a vehicle covered under this Policy, all employees, contractors and vendors must submit an application ([see Application and Approval below](#)) and must meet the following criteria:

- i. Must possess a valid U.S. class E driver's license in good standing;
- ii. Must be a minimum of 18 years of age;
- iii. Must meet the University's approval guidelines in place in connection with her/his official driving record. ([See Appendix A.](#))
- iv. Must have a minimum of two (2) years driving experience;
- v. Must have no disciplinary record with the University ; and
- vi. Must complete a mandatory Safety Briefing and University Road Testing program.
- vii. No medical restrictions, as defined under Article 19-A of the New York State Vehicle and Traffic Law (including, but not limited to, any medical conditions that would cause loss of consciousness, vision, or ability to operate a vehicle safely while carrying passengers).
- viii. Drivers who have a medical or physical condition, and/or who are or will be taking medication, which may affect their ability to safely and effectively operate a vehicle, must submit documentation from a qualified health care professional describing

- whether such condition interferes with her/his driving ability and what type of accommodation, if any, is necessary to ensure safe operation
- ix. Must have less than two driving infractions (moving violations or accidents).
 - x. Must have no DWI, DUI or DWAI infractions.
 - xi. Must have no reckless driving or speeding over 25 mph infractions.
 - xii. Must have no license suspensions, regardless of cause for said suspension.

Additional Requirements for Employees, Contractors & Vendors Operating Specialty Mercy University Vehicles

- i. Must meet the General Requirements
- ii. Must be at least 25 years of age;
- iii. Where applicable, must meet additional driver's license requirements in accordance with any municipal regulations (E.g. CDL, endorsements, etc.).
- iv. Must pass a road test in the type of vehicle the driver will be operating.
- v. Must pass the Administrative Services 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.
- vi. Must complete additional driver training as may be required by the Vice President such as a road test using one of the 15-passenger vans in order to assess driving ability of that specific type of vehicle.

Requirements for Students Operating Mercy University Vehicles

For students to be approved to drive a vehicle covered under this Policy, she/he must meet the following eligibility requirements:

- i. Must meet the General Requirements;
- ii. Must be at least 21 years of age;
- iii. Must pass the Administrative Services 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, he/she must receive special approval from the Vice President who shall consult with appropriate University officials regarding the student's fitness to operate a vehicle covered under this Policy. ***Student applicants must provide a FERPA release with her/his application*** so that her/his student records can be reviewed.

Requirements for Rental Vehicles

When traveling on University business or for a University function, employees or students may rent a vehicle in such cases when a University vehicle is unavailable or imprudent to use with approval by the employee's manager. The following guidelines must be adhered to:

- i. All rental driver requirements are the same as all University owned, leased and rented except that **no person under 25 years of age may drive a rental vehicle.**
- ii. Students who are granted permission to use a rental vehicle must purchase the additional auto insurance offered by the rental company.
- iii. All rentals must conform to the *Mercy University Travel and Expense Policy*.
- iv. Whenever possible, the user must utilize University approved vendors.
- v. Arrangements for group, team or student travel rentals or any rentals involving direct billing, should be made through the Purchasing Department.
- vi. Pictures of the vehicle should be taken at pickup and at return.
- vii. Insist that the rental agent mark down every scratch/dent on the vehicle. Make sure to point out blemishes on the interior as well as the exterior of the vehicle.

Requirements for Employer Assigned Vehicles

The assignment of a Mercy University vehicle is a privilege, and assignees are expected to operate the vehicle in a safe, lawful and economical manner. Failure to abide by this Policy and to operate and maintain the vehicle in an appropriate manner could lead to payment for repairs, forfeiture of the vehicle and even disciplinary action in certain circumstances.

- i. Rationale and approvals: The rationale for assigning a vehicle to an employee must be documented and requires approval by the Vice President and the Senior Staff Member to whom the employee reports, with final approval by the President of the University. Approval of the President's assigned vehicle must be made by the Board of Trustees. The employee must also meet the General Eligibility requirements above, and must be approved as an authorized driver.
- ii. Authorized users. The use of an assigned vehicle is restricted to the employee to whom it has been provided. An exception may be made for use of the vehicle by a spouse or partner if pre-approved by the Vice President. Other relatives of the employee, such as children or sibling(s), as well as friends, are not authorized to drive the assigned vehicle.
- iii. Responsibility of assignee. The employee must make certain that annual inspections are performed, as well as all preventative and repair maintenance is performed in a timely fashion, including obtaining immediate service for serious component issues, such as engine lights and problematic noises. Failure to maintain the vehicle's condition in a reasonable fashion could lead to assignee's responsibility to repair or replace the vehicle, and/or losing the privilege to having an assigned vehicle.
- iv. Tax requirements. In addition, the Internal Revenue Service (IRS) requires the University to maintain documentation that substantiates an employee's business and personal use of a University vehicle (see Appendix B).

Application and Approval Process

A. Application

Anyone seeking to operate a vehicle covered under this Policy must submit an application (see Appendix C) to the Office of Transportation Management 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/her supervisor.

B. Approval

After an application is submitted, the Vice President or his designee will ascertain whether the applicant is eligible pursuant to the various requirements in this Policy. If the applicant is eligible, she/he will be required to take a Safety Briefing and a University Road Testing Program course prior to approval. If the applicant passes the test, he/she will be deemed pre-selected as an authorized driver and will be included on the L.E.N.S. Program (License Event Notification System) maintained by the Office of the Vice President.

At all times, the Vice President reserves the right to prohibit any applicant or remove any previously approved individual from driving a vehicle covered under this Policy whom it determines to be unsafe or unfit, regardless of the basis. The individual denied the right to drive a covered vehicle can appeal in writing to the Vice President, whose determination shall be final.

Rules Governing the Use of All Vehicles Covered Under This Policy

A. General rules

- i. Drivers must abide by and enforce all rules, regulations, terms and conditions as outlined in this Policy and must know and obey all applicable campus, local, state and federal traffic laws, regulations, and ordinances.
- ii. The driver is responsible for the proper use and operation of the vehicle covered under this Policy, including, but not limited to the use of safe driving techniques, principles, and practices at all times.
- iii. Drivers are prohibited from using their phone/communication device, including texting while driving a vehicle covered under this Policy (unless using Bluetooth).
- iv. The driver acknowledges that University vehicles are for official business and University purposes only. Examples of authorized travel include official athletic team travel, faculty sponsored field trips, and official outing club trips. Uses must be approved by the relevant supervisor or sponsor in advance. Personal use for errands, medical appointments, shopping or any other personal use is strictly prohibited. If vehicles are used for personal use, the driver shall be subject to loss of driving privileges and/or disciplinary action.

- v. Drivers may not allow other passengers to operate the vehicle unless a driver is specifically approved by the Office of the Vice President.
- vi. Drivers are responsible for notifying the Office of Transportation Management immediately of any change in their driver's license status in any state or country. Any driver of vehicles covered under this Policy who has their right to operate suspended or revoked may not drive a University vehicle under any circumstances until their right to operate is reinstated.
- vii. Alcoholic beverages and/or illegal drugs may not be transported or consumed in University vehicles. Drivers may not operate a University vehicle under the influence of alcohol or illegal drugs or while using a prescription medication that has any warning of any impairment, including without limitation, a warning for drowsiness or not to use when operating heavy machinery.
- viii. Drivers are not authorized to operate a vehicle with anything on top of the vehicle or with anything protruding from a window or door, to push or tow any other vehicle or trailer, or to move equipment or property without written approval from the Vice President. Exceptions will be granted on a case-by-case basis to accommodate academic, athletic, and outdoor leadership center activities.
- ix. Drivers must turn the University vehicle off, remove the keys and lock the vehicle when it is left unattended.
- x. Children under twelve (12) years old are not allowed as passengers in vehicles covered under this Policy (with the exception of Employer Assigned Vehicles) unless approved in writing by the Vice President.
- xi. Smoking is not permitted in any Mercy University motor vehicle. Nor are animals, with the exception of trained service animals.

B. Registration and Insurance Check

- i. All drivers are to make sure a valid insurance card is present in the vehicle she/he is driving. The Office Transportation Management shall provide the insurance card for all owned, leased and specialty vehicles. Insurance cards expire each year on June 30th.
- ii. All drivers are to make sure a valid registration card is present in the vehicle she/he is driving, as well as a registration sticker adhered to the windshield. The Office of the Transportation Management shall provide the registration documentation for all owned, leased and specialty vehicles. Registrations renew bi-annually from the date of first registration.

C. Performing inspections and reporting damage and malfunctions

Before operating a vehicle, drivers must perform an inspection of the vehicle prior to each trip, including but not limited to, checking the oil and other fluid levels, checking the windshield wipers, tire inflation, mirrors, lights, horn and existing damage. They must also verify that the Accident Report Form and instructions are in the glove compartment (see Appendix D).

When a vehicle is damaged or malfunctioning, the discovering driver must inform the Office of the Vice President for Operations and Facilities, which office shall determine if the vehicle is safe to operate. If deemed unsafe, the vehicle must be removed from service until appropriate repairs can be made.

D. Parking, red-light camera, E-Z Pass and other municipal violations

Authorized drivers of the vehicle at the time of violation occurrence and employees with an employer assigned vehicles shall be responsible for all fines associated with the violation. Drivers are required to address the violation within one business day of receipt, and shall provide the Office of the Vice President for Operations and Facilities with copies of all such documentation. If necessary, the University may dock one's pay if she/he fails to comply.

E. Fuel

The driver is responsible for fueling the vehicle, although she/is not responsible for paying for the fuel. Employees with University -issued credit cards may use the credit card. For employees who do not have such credit cards, he/she may be reimbursed by submitting appropriate documentation. See the *Mercy University Travel and Expense Policy*.

F. Hours and mileage

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

- i. The Ten/Eight Hour Rule – A driver may not drive more than ten (10) hours continuously in any trip, unless preceded by at least eight (8) hours of non-driving. The ten hours of driving need not be consecutive; driving hours can be accumulated for each leg of a trip, so long as they do not exceed ten hours total.
- ii. The Fifteen Hour Rule – A driver may not drive a University vehicle if the driver will be engaged in fifteen (15) hours of continuous service to the University, either in any employment, attendance in classes or at University events, etc. Thus, an employee or student cannot drive a University vehicle if the scheduling of such driving trip would cause the driver to exceed fifteen (15) hours of continuous service within or outside the University.
- iii. The Eight Hours/600 Mile Rule - Trips in excess of eight (8) hours, or 600 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 Office of the Vice President for Operations and Facilities for that trip.

- iv. The 600 Mile Rule - No more than 600 miles may be driven in any one day (24-hour period) regardless of the number of authorized drivers that share the driving responsibilities.

Accident Protocol

A. Reporting Procedures

- i. Any accident involving a Mercy University vehicle, regardless of severity, location, or fault, must be reported immediately to the law enforcement authority within the jurisdiction where the accident occurred and to the Office of Campus Safety and Security or as soon as it is practicable to do so.
- ii. The driver must complete and submit the Accident Report Form (Appendix D) to the Director of Security as soon as possible.
- iii. The driver is responsible for obtaining the police report from the appropriate precinct and any fees associated with the report will be reimbursed. A copy of this report must be submitted as soon as possible, preferably within three days, to the Director of Security.
- iv. The Office of Campus Safety and Security will submit the above noted documentation to the Finance Office and General Counsel. Additional steps may be required by the University 's General Counsel, in consultation with the University 's outside Risk Manager.
- v. 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 driver's list for a minimum of one calendar year date from date of removal.
- vi. **Following any accident involving a University vehicle, the University will evaluate whether the driver involved in the accident is still qualified to be an authorized driver of a University vehicle. Notice will be provided to the driver as soon**

B. Vehicle Repair & Payment:

- i. Prior to the vehicle being repaired after an accident, the Director of Security must arrange for the vehicle to be inspected by the insurance adjuster. Once the adjuster's report is submitted, the vehicle may be repaired in accordance with the agreed upon pricing.

- ii. In general, the University will be billed directly for all repairs. Payment should be processed in accordance with the policies set forth by the University .
- iii. The Finance Office will forward reimbursement, less the deductible, to the Director of Security who must then make certain the funds are deposited into the appropriate maintenance account.

Campus Access, Parking & Roadways

All drivers of Mercy University vehicles must abide by all relevant local and state motor vehicle traffic laws, as well as all University rules and regulations relating to motor vehicle use on Mercy University campuses, including but not limited to the University 's Parking Policy.

A. Roadways and on-campus policy for vehicles covered under this Policy

- i. The campus roadway speed limit is **15 miles per hour**, unless otherwise as posted, for all vehicles.
- ii. Passenger vehicles assigned to perform on-campus shuttle service shall have access to campus roadways accordingly. They must remain on roadways only, and may not drive on pathways, sidewalks, etc.
- iii. Golf carts and utility vehicles may operate on campus roadways, pathways or sidewalks, but must abide by regulations relating to pedestrians. The operation of golf carts and unregistered utility vehicles are not permitted on public streets.
- iv. Service vehicles are permitted on campus to accomplish maintenance, up-keep renovations, etc.

B. Requirements for Vendors, Other Corporate Entities & Facilities Licensees

- i. Insurance requirements: All non-University business entities are required to hold a minimum insurance policy. Required amounts will be set by the University 's General Counsel in consultation with the University 's outside Risk Manager and the department supervisor. In all cases, automobile insurance must be included.
- ii. Driver screening and training requirements: Vendors maintaining facilities on-site and/or act as a University department (i.e. food services, information technology and security services) are subject to all of the requirements set forth in this Policy.

Appendix A: Guidelines for Approving Drivers

EMPLOYEES, VENDORS AND CONTRACTORS

	Acceptable	Conditional	Unacceptable
Moving Violations¹	2 or fewer violations in the past 3 years.	3 violations in the past 3 years	4 or more violations in the past 3 years
At-Fault Crashes	1 or fewer crashes in the past 3 years	2 crashes in the last 3 years	3 or more crashes in the past 3 years
Major Offenses			<p>A single citation in the past 3 years for any of the following offenses:</p> <ul style="list-style-type: none"> -any alcohol or drug-related driving offenses -refusal to submit to a blood alcohol test -operating a vehicle more than 30 mph over the posted speed limit -leaving the scene of an accident -any felony crime committed with a vehicle

¹ Examples of Moving Violations include but are not limited to the following: speeding violations, aggressive driving violations, right-of-way violations, seat belt and other equipment violations and certain administrative violations.

STUDENTS AND VOLUNTEERS

	Acceptable	Unacceptable
Moving Violations²	2 or fewer violations in the past 3 years.	3 or more violations in the past 3 years
At-Fault Crashes	1 or fewer crashes in the past 3 years	2 or more crashes in the past 3 years
Major Offenses		<p>A single citation in the past 3 years for any of the following offenses:</p> <ul style="list-style-type: none"> -any alcohol or drug-related driving offenses -refusal to submit to a blood alcohol test -operating a vehicle more than 30 mph over the posted speed limit -leaving the scene of an accident -any felony crime committed with a vehicle

² Examples of Moving Violations include but are not limited to the following: speeding violations, aggressive driving violations, right-of-way violations, seat belt and other equipment violations and certain administrative violations.

Appendix B: Guidelines for Employee Assigned Vehicles

Employees who are recipients of a University assigned vehicles must maintain records of any personal use of the vehicle. When such records are maintained, the University is required to report to the IRS only the value of the personal use of the vehicle (determined from the substantiating documentation noted below) as additional taxable wages. If such records are not maintained by the University, the entire value of the employee's use of the vehicle (including both business and personal use) is considered personal use and must be reported as additional taxable wages to the IRS.

Employees with assigned vehicles are therefore required to adhere to the following guidelines:

- A. All eligible employees must be immediately added to Payroll's master list upon vehicle assignment; all required documentation must be properly obtained and completed by the employee; and final calculations must be substantiated.
- B. The Payroll Department must contact the Office of the Vice President for Operations and Facilities to request confirmation of all employees with a University Assigned Vehicle, so that the information can be incorporated into the final auto fringe calculation worksheet.
- C. The Payroll Department will provide the Office of the Vice President for Operations and Facilities with the "mileage certificate package" and will require them to notify the employee of their responsibility to maintain records which substantiate vehicle business and personal use.
- D. The Assignee shall send the mileage certificate packets and forward them to the Payroll Supervisor in a timely manner. If records are not received as requested, IRS regulations require the value of all vehicle use be reported as wages, and the employee may then take itemized deductions for any substantiated business use.

Appendix C: LENS Program Application

APPLICATION FOR AUTHORIZATION AS AN OCCASIONAL DRIVER OF UNIVERSITY VEHICLES

In order to become eligible for inclusion on the *Authorized Drivers List* maintained by the Vice President for Operations and Facilities at Mercy University, applicants must complete this application and return it, along with any required documentation.

When this application is processed and all required training is completed, applicants will be notified, in writing, by the Vice President for Operations and Facilities or their designee as to whether they have been approved as an occasional driver of University vehicles. Applicants must 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.

At all times, the Vice President for Operations and Facilities reserves the right to prohibit any applicant or remove any previously approved individual from driving a vehicle whom it determines to be unsafe or unfit, regardless of the basis. The individual denied the right to drive a covered vehicle can appeal in writing to the Vice President for Operations and Facilities, whose determination shall be final.

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 University will access the applicant's driving record in order to confirm that the applicant meets the minimum eligibility requirements for driving University vehicles. This application may be sent by interoffice mail to Office of Security & Safety in the Main Building (Room 234) on the Dobbs Ferry Campus (DF).
2. General requirements
 - a. Must be a minimum of 18 years of age (25 years for students, contractors and vendors);
 - b. Must possess a valid U.S. class E driver's license in good standing; where applicable must meet additional driver's license requirements in accordance with any municipal regulations (E.g. CDL, endorsements, etc.).
 - c. Must meet the University's approval guidelines in place in connection with her/his official driving record. (See Appendix A in Vehicle Use Policy).
 - d. Must have a minimum of two (2) years driving experience;
 - e. Must have no disciplinary record with the University ; and
 - f. Must complete a mandatory Safety Briefing and University Road Testing program.

- g. Drivers who have a medical or physical condition, and/or who are or will be taking medication, which may affect their ability to safely and effectively operate a vehicle, must submit documentation from a qualified health care professional describing whether such condition interferes with her/his driving ability and what type of accommodation, if any, is necessary to ensure safe operation under Article 19A of the NYS Vehicle and Traffic Law.
 - h. Student applicants must provide FERPA release with his/her application so that their student record can be reviewed.
- 3. Each applicant is presumed to have completely read and to understand the *Policy Governing Occasional Drivers of University Vehicles*, a copy of which has been provided by the Office of Security & Safety.
- 4. All applicants applying to drive any standard sized vehicle, including a 15 passenger van, will be required to undergo a safety briefing with the Director of Security & Safety. Please call Security & Safety at ext. 7225, to schedule your safety briefing.
- 5. Applicants applying to drive 15 passenger vans *in passenger van service must* satisfactorily provide evidence of medical fitness. Use the enclosed reporting form.

APPLICATION TO DRIVE MERCY UNIVERSITY VEHICLES
PLEASE PRINT INFORMATION BELOW

Name:
Street:
City:
State, Zip:
Driver's License Number:
Date of Birth:
Issuing State of License:
Phone:
Email:
Social Security Number:
Do you have any reportable license revocations/suspensions, moving violations, accidents resulting in serious bodily injury and/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 name & signature (if employee):
Dean's office 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. Approved applicants 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.

Applications must be returned to the Office of Security & Safety,
Room 234 (Main Building on the Dobbs Ferry Campus)

Applicant's Acknowledgement:

- I acknowledge that I have read, understand, and agree to abide by the *Policy Governing Occasional Drivers of University Vehicles*.
- 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 in the *Policy Governing Occasional Drivers of University Vehicles*.
- I acknowledge that if I am a student applicant, I must provide a FERPA release form with this application.

PRINT NAME

SIGNATURE

DATE



VEHICLE ACCIDENT REPORT

PURPOSE: This form is used to record facts of any accident involving University vehicle, rental car or personal vehicle if being used for University business. Any accident involving a Mercy College vehicle, regardless of severity, location, or fault, must be reported immediately to the law enforcement authority within the jurisdiction where the accident occurred and to the College's Office of Safety and Security 914-674-9999.

All information on this form is important and must be obtained at the time of the accident. If for some reason (such as injuries) all the information cannot be secured immediately, the form must be submitted within 24 hours.

Date: _____ Time of Accident: _____
Place of Accident: _____

University's Vehicle

Driver's Name: _____ Department: _____
License No. & State of Issuance: _____
Address: _____
Age: _____ Phone: _____ Email: _____
Vehicle Plate: _____ Make: _____ Model: _____
Describe Damage: _____

Other Driver's Vehicle

Other Driver's Name: _____
Address: _____ Phone: _____
Plate: _____ Make: _____ Model: _____ Year: _____
License No: _____
Owner's Name & Phone (if different): _____
Address: _____
Describe Damage: _____
Insurance Co. & Policy No.: _____

Weather: (Circle) Sunny, Cloudy, Raining, Snowing, Other _____
Road Conditions: (Circle) Dry, Wet, Snow Covered, Icy, Other _____

Description of Accident - Include direction your car was going and its speed, same for other car. Label streets and indicate traffic controls. Mercy car is always #1.

Large empty rectangular box for accident description.

Persons Injured

Names _____ Address _____
Names _____ Address & Phone _____
Names _____ Address & Phone _____

This accident report has been properly completed and the vehicle was authorized for permissible use. I hereby grant Mercy College to release this form to its insurance carrier(s) for their use in evaluating a claim. I understand that I am entitled to a copy of this report upon request.

Signature _____ Date _____