

## USE OF STATE VEHICLES

The College maintains a fleet of state owned (college-owned) vehicles for official business travel. Whenever practical, state-owned vehicles are to be used, based upon economy, availability, and requirements. State University of New York and SUNY Cortland set forth the following requirements for use of state-owned vehicles:

Over-the road fleet vehicles:

### Eligibility

1. Vehicles must be used only for official university business. See below.
2. The driver must be a New York State employee (see 7, 8 below), with the exception of special provisions made for student drivers with special van certification.
3. The driver must be 18 years of age and hold a valid driver's license and accept responsibility for adherence to all vehicle traffic laws.
4. All drivers must have their NY license entered into the NYS Lens program to verify validity.
5. All passengers must be on official university business.
6. Personal or unrelated travel may not be combined with official business travel.
7. Duration of travel normally should not exceed three (3) days and cost of extended parking (airport, etc.) should not be excessive.
8. State-owned vehicles may not be used by affiliated organizations unless all of the above requirements are met. This includes the requirement that the driver be a NYS employee. Cost reimbursement, however, may be from a non-state source.
9. If formally appointed as a volunteer, a person is considered to have met the NYS employee requirement.
10. The College is reimbursed at the prevailing per mile rate as a recharge to college departments by journal to IFR accounts or by invoicing to affiliated organizations.
11. All student drivers must complete the van training through the transportation office prior to driving. All other drivers are required to complete van training prior to the use of 12-passenger vans.

### Official Business

- A. To protect the traveler and the institution, it is important to establish the official business nature of the travel, prior to departure, whether or not costs are reimbursed. Unless formally stated elsewhere, (specific reference in performance program, etc.), a fully approved Travel Authorization Request is necessary to satisfy this requirement.
- B. Active NYS employee status normally demonstrates official business activity. However, official business may occur while in leave status, student status, Research Foundation employment status or volunteer status. In these circumstances, it is especially important to formally establish the official business purpose and authorization for travel.
- C. The Accounts Payable Office of the Business Office administers travel and may be contacted regarding any of these guidelines by contacting ext. 2407.

## Instructions for Reserving a Vehicle

- It is advised that you contact the Transportation Office at ext. 2129, prior to submitting your request to check vehicle availability. However, checking availability does not confirm a vehicle.
- The Transportation Office requires that a vehicle request be received two (2) business days prior to vehicle pickup.
- For student groups, please submit your request form located at the SGA Treasurer's Office, at least two (2) weeks prior to the event.
- Vehicles will only be issued with a completed Vehicle Request Form.
- The Transportation Office is open for vehicle pickups as follows: 7:30-9:00AM, 9:30AM-12:00PM and 12:30-3:00PM, M-F. Vehicles are not available for pickup after 3PM or on weekends or holidays.
- Drivers and Passengers must be university affiliated. See below.
- Vehicles may be returned at any hour by using the key drop-box located outside the entrance to ASC.
- Vehicles must be returned by date/time indicated on the request form.
- Recharge rates for vans and minivans are based on the Internal Revenue Service mileage reimbursement rate (current rate can be found [HERE](#)).

## Instructions for Reserving Buses

- Buses are generally available for use by our campus community from 7:00AM until 11pm. Approval for any trip exceeding this time, must be approved by the President or appropriate Vice President.
- Bus service for off campus trips will be assessed at a recharge rate of \$2.00 per mile. An additional \$25.00 per hour charge (referred to as "wait time"), will be added on occasions when the driver is asked to wait during riders off campus events.
- The Bus Request Form (Found [HERE](#)) must be filled out completely and submitted to the Transportation Office at least ten (10) business days in advance of the trip. For student groups, please complete your bus request form and submit it to the SGA Treasurer at least fifteen (15) business days prior to the date of the event.