

# Mohawk Valley Community College Transportation Procedures

<b>Policy Name:</b>	5013 MVCC Transportation Procedures
<b>Issued:</b>	October 21, 2024
<b>Revision Date:</b>	March 30, 2026
<b>Responsible Office:</b>	Compliance

The safety of our employees and students is very important. With this in mind, Mohawk Valley Community College (MVCC) has instituted the following procedures for transporting others.

## What is an authorized driver?

An authorized College driver has completed the License Event Notification Services (LENS) program, submitted the necessary documentation, received any required training, and obtained approval from the Department of Public Safety. There are two types of authorized drivers: daily and occasional. Daily drivers use College vehicles regularly for their roles, such as employees in Mail Services, Facilities, and Public Safety. Occasional drivers, such as faculty and staff involved in athletics, student development, and campus activities, do not use vehicles daily. Students are not authorized to drive any College vehicles.

## 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 to ensure sufficient time for processing and conducting of any necessary training. You may not drive a College vehicle unless you have received written authorization from the Department of Public Safety (DPS) and/or the Director of Facilities and Operations.

You must meet and complete the following requirements:

1. Minimum Eligibility Requirements for Driver Authorization:
  - a. Drivers of College vehicles must be at least eighteen (18) years of age, possess a valid U.S. driver's license of the classification appropriate to be used (at least a Class D license).
  - b. Must be an employee of the College. Students are not permitted to drive College vehicles.

- c. Drivers that have a medical or physical condition, or who are or will be taking medication, which may affect their ability to operate safely and effectively a College 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. Documentation must be submitted to the [Associate Director of Human Resources for Benefits and Labor Relations](#).
  - d. The College reserves the right to prohibit any individual from driving a college vehicle whom it is determined 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 Executive Director for Public Safety. The Executive Director of Public Safety, in consultation with the Executive Director of Human Resources, may deny driving privileges when the driver's record reflects any one or combination of the foregoing circumstances.
2. All applicants must be authorized to drive either a college or personal vehicle for business purposes by the DPS. Applicants will complete the [Employee Driver Authorization Application](#) . This application, along with a copy of the driver's U.S. issued driver license, must be submitted to the DPS. The applicant's driving record will be accessed by the College to confirm that the applicant meets the minimum eligibility requirements for driving College vehicles.
  3. All individuals who wish to be initially added to the list of authorized drivers must report all moving violations to the Executive Director of Public Safety. Once added to the list, drivers must report any new moving violations.
  4. Each applicant must read and understand the MVCC Transportation Policy and Procedures, and sign the acknowledgement found on the [Employee Driver Authorization Application](#). Any questions regarding the policy or procedures should be brought to the attention of the Director of Compliance.
  5. All drivers must complete online Vehicle Safety Training and be registered and approved by DPS before checking out or operating College vehicles.
  6. All authorized drivers also must complete a Defensive Driving course. The course will be offered by the College. Depending on the availability of the course, this training may occur after travel. To remain on the authorized drivers' list for future use, this training must be completed. An email will be sent to the authorized driver by the Director of Compliance with the course logistics. The College will pay for the cost of the course. A driver who completes the course provided by the College 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, or a license point reduction for past violations if he/she

successfully completes the driver safety program. Although not required, drivers who wish to receive a certificate for the discount or point reduction are the driver's responsibility.

7. After DPS reviews the applicant's driving record, DPS will notify the Director of Compliance, who will initiate the Vehicle Safety Training. Upon successful completion of the Vehicle Safety Training and the approval from the DPS, the Director of Compliance will notify the driver of approval and/or denial. Once the applicant receives approval, they can start the vehicle request process.
8. Once a driver is on the authorized list and completes both training courses, they are considered authorized for future use of vehicle travel.
9. When transporting students, it is recommended that at least two MVCC employees are present in the vehicle.
10. If more than one employee will be utilizing a College vehicle for the same authorized trip and sharing driving responsibilities, each individual who may operate the vehicle must separately be approved as an authorized College driver. Each driver must complete an Employee Driver Authorization Application and separately acknowledge the "College Vehicle Use Expectations" form prior to operating a College-owned vehicle.

## Vehicle Requests

The MVCC Admissions and Facilities & Operations departments currently have vehicles available for business travel/transportation. The following is the process for requesting the use of College owned vehicles:

1. Upon receiving approval to proceed from the Director of Compliance, authorized drivers can request the use of a College owned vehicle by completing the [Vehicle Request Form](#) and acknowledging the [College Vehicle Use Expectations](#) .
2. The Facilities and Operations department will review the request and check the availability of the vehicles available first in its department, and then secondary in the Admissions department. The Facilities and Operations department will also verify the requestor attached proof of authorization from the Director of Compliance.
3. If a vehicle is available, the Facilities and Operations department will notify the driver.
4. When checking the vehicle in and out, a member of the Facilities and Operations department will document and verify with the driver the below prior to and after utilizing the vehicle:

- Date
  - Odometer reading
  - Vehicle number
  - Budget code to which mileage will be charged
  - Department name
  - Printed name
  - Signature
  - Indication of an exterior and/or interior visual damage before use
5. Keys and the vehicle reservation form must be returned to the Facilities and Operations department within 24 hours of returning from the trip. While in possession of the vehicle, only the authorized individual(s) may operate it and are responsible for returning the vehicle. If the vehicle cannot be returned as scheduled, Facilities and Operations must be notified as soon as possible. Failure to comply with these guidelines may result in revoked vehicle privileges.
  6. Authorized drivers must ensure all personal belongings and trash are removed from the vehicle.

## Removal and Reinstatement of Driving Privileges

Individuals may be denied inclusion or removed from the list of approved drivers at the discretion of the Executive Director of Public Safety. College employees who operate any College vehicle or non-College vehicles on college business will be denied driving privileges upon the following occurrences:

1. Driver's license suspended or revoked within the last 12 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 one or more of the following violations included in Title VII, the Rules of the Road, of the New York State Vehicle and Traffic Law within the last 18 months. Convictions and violations to be counted include those arising from use of personal and College vehicles.
  - a. Speed Restrictions VTL Article 30 (VTL §1180 through 1182-b)
  - b. Reckless Driving and DWI VTL Article 31 (VTL §1192 through 1199) or Reckless Driving (§1212)

- c. Driving on Right Side of Roadway, Overtaking and Passing, etc. VTL Article 25 (VTL §1120 through 1131)
4. A driver who was responsible for a personal injury accident or has been the operator in multiple motor vehicle collisions, regardless of whether citations were issued, within the same 18-month period.

Failure to report any of the above violations or crimes to an immediate supervisor within 24 hours will result in disciplinary action, up to and including termination. Any fines, penalties, or fees imposed by radar or other speed detection technology due to traffic violations while operating a college-owned, leased, or rented vehicle are the sole responsibility of the employee operating the vehicle at the time of the infraction. The employee is responsible for paying the fine and must submit payment to the MVCC Business Office.

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

Reinstatement of the privilege is subject to the review of the Human Resource department in consultation with the Director of Compliance.

## Accident/Violation Reporting

Authorized drivers of Colleges 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 College 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 Executive Director of Public Safety.

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 Executive Director of Public Safety. 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. An Accident Report Form, insurance identification card, and the vehicle's registration are stored in the glove compartment of each College vehicle. Authorized drivers are required to immediately report any accidents involving College vehicles in their

custody to the Executive Director of Public Safety, whose telephone number is listed on the Accident Report Form. In the event the Director is unreachable, such an accident must be reported to DPS. Authorized drivers must secure and report information necessary to complete the College'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 Facilities or Admissions Departments, authorized drivers must report any damage to College vehicles that occurred while the vehicle was in the driver's custody regardless of the reason for such damage

## Revision History

<b>Date</b>	<b>Revision Description</b>	<b>Revisions Made by:</b>
08.15.24	Creation of Policy & Procedures	Anne Nolan, Director of Compliance
09.16.24	Policy appeared as a first reading before the Board of Trustees	
10.21.24	Adopted by the Board of Trustees	
3.30.26	Reviewed policy and updated policy to link to dynamic forms, made Title II accessible, updated Vehicle Request #5	Suada Ikeljic, Director of Compliance