



State Vehicle Policies and Use Guidelines

General

SUNY Maritime College vehicles may be used only on official State/FSA/RF/SUNY business. College vehicles shall be used to avoid the need for rental cars and the reimbursement of personal car mileage. In circumstances where neither mass transit nor a College vehicle is available, employees may use *the least expensive option* of either a state contract rental car suitable under the circumstances or their personal car. Employees must use a "trip calculator" to determine which mode is cheaper. Employees may opt to use their personal cars in non-optimal situations, but will only be reimbursed for the value of the car rental. A copy of the pre-programmed trip calculator may be found at

[http://goer.state.ny.us/EmployeeResources/Travel Information.cfm](http://goer.state.ny.us/EmployeeResources/TravelInformation.cfm)

Note: This mandate would not apply to an employee who has a physical disability and must use a specifically equipped personal vehicle.

When College vehicles are not available, and in circumstances where the use of a personal vehicle is less expensive than a rental car, the employee will be reimbursed for mileage as established by the Office of the State Comptroller. All travel assignments shall be scheduled to effectively minimize expenses whenever possible.

1. Rules and Regulations

1.1 Operation of State vehicles must be in full compliance with all New York State laws when operating a vehicle on state business including, but not limited to the following:

- Maintain the proper speed. If no limit is posted, drive no faster than 55 mph. Speeding ticket fines are doubled in work zones, even when the workers or work vehicles are not there.
- Signal before turning or changing lanes.
- Allow enough space between your vehicle and the one ahead so you can stop safely if the other vehicle stops suddenly.
- Wear your seat belt.
- Do not drive if you are very tired, are on medication, or have been

drinking alcoholic beverages. Schedule regular stops, every 100 miles or two hours.

- 1.2 All eligible drivers must be employees of New York State or other authorized personnel and have a valid non-probation United States driver's license and registered in the LENS Program. Individuals must be at least 18 years of age. LENS is the License Event Notification System.
- 1.3 Use of state fleet vehicles is for SUNY Maritime College faculty, staff, and students on official College business only.
- 1.4 Personal or unrelated travel may not be combined with official business travel.
- 1.5 Duration of travel normally should not exceed three days and cost of extended parking (airport, etc.) should not be excessive.
- 1.6 The only person authorized to operate the state vehicle is the name listed on the vehicle request authorization travel form.
- 1.7 State vehicles may be used for transporting students only for the purpose of field trips required for an instructional or research program or to intercollegiate competitions in such fields as athletics, and social, recreational, cultural and educational programs authorized by the President or his/her designee.
- 1.8 A Vice President or designee must approve all out-of-state travel prior to the scheduled trip.
- 1.9 The College reserves the right to deny a person the privilege to operate a College vehicle in cases, whenever a determination has been made that such denial is in the best interests of the College.
- 1.10 **Smoking in State vehicles is prohibited.**
- 1.11 Driving under the influence of drugs or alcohol is prohibited.
- 1.12 Possession and/or use of alcohol, illegal drugs or other intoxicating substances in the vehicle are strictly forbidden.
- 1.13 Use of cellular phones without a hands-free cellular adaptor is prohibited.
- 1.14 All accidents, involving employees and students driving a state-owned/ rented/ personal vehicle on state business, must be reported to the appropriate police agency, University Police, and the Facilities Office. The driver of the vehicle is responsible for providing copies of police accident reports and filing a NYS MV104 Report with Facilities.

- 1.15 Students may be authorized to drive state vehicles **only if**:
- a. It is not feasible to use another driver;
 - b. A designated campus staff person appoints each student driver; and
 - c. A **staff member must accompany** the transport of students for the approved purposes.

See also "Criteria for Use of the State Vans" in the following pages.

- 1.16 Seatbelt use by all state vehicle and van occupants is required.
- 1.17 Items are not permitted on the roof of vehicles.
- 1.18 Keys may be picked up at the College Facilities Office between 8:00am and 4:00pm Monday thru Friday. A copy of the approved College Vehicle Request Form must be submitted to the Facilities Office to obtain keys.
- 1.19 Upon return, an accurately completed Vehicle Request Form with starting and ending odometer reading along with the keys must be submitted to the Facilities Office. All debris and personal items must be removed from the vehicle.
- 1.20 Drivers towing small utility or boat trailers by College fleet passenger vans must be specifically trained to do so. Only trained drivers will be approved for trailer towing, on a limited basis.
- 1.21 Pets are not allowed in College vehicles.
- 1.22 The departments, who are afforded decentralized vehicle assigning duties for departmental use within the campus, must maintain mileage logs. The originals of these mileage logs must be provided to the Fleet Coordinator monthly. If the department plans to use a vehicle off-campus, a Vehicle Request Form must be completed and sent to Facilities.
- 1.23 Student-owned vehicles must not be used for official College business.
- 1.24 Requests for exceptions to this policy must be addressed in writing to the Vice President for Operations.

2. Requisitioning Procedure

- 2.1 Prior to submitting request for College vehicle, each driver (faculty, staff, students or authorized volunteers) must enroll in the NYS License Event Notification System (LENS) program through the University Police Department. Complete and submit the Application for College Driving Privileges (LENS application) in person or via inter-office mail to Lieutenants Antos or Perdoncin in the University Police.

Applications can be gotten from University Police or the Facilities Office.

- 2.2 Once the person requesting a College vehicle is registered in the LENS Program, he/she must complete and submit the SUNY Maritime College Vehicle Request Form to the Facilities Office. The Vehicle Request Authorization is available in the Facilities Office or available upon request by email.
- 2.3 After signature by a qualified driver, the form is submitted to the driver's supervisor, or head of the department or activity, for certification and approval. In the event that the driver is the department head, the form is to be submitted for certification and approval by his/her immediate supervisor or an official responsible for the activity for which the vehicle is being requested. The appropriate Vice President is also authorized to approve and certify requests for College vehicles.
- 2.4 The individual who signs the request form as "Department Head" signifies approval and certification as to the following:
 - That the travel indicated is necessary and represents official business of the State/College, and
 - That the designated driver has a valid driver's license, which is recognized as legal authorization to operate a vehicle in New York State. The license may be issued by any state.
 - Students may be assigned to drive a College vehicle only when it is not feasible for an employee to serve as driver, such as if the Faculty or Staff member drives one College vehicle and the student drives a second College vehicle on the same trip.
- 2.5 The original approved College Vehicle Request Form with required signatures shall be forwarded to the Facilities Office for consideration and processing.
- 2.6 All departments/individuals are encouraged to forward the Vehicle Request Form to the Facilities Office as early as possible, but no later than a week prior to the trip.
- 2.7 College vehicles will be assigned in the order of priorities as set forth below.
- 2.8 Staff is not allowed to put in a Vehicle Request Form for combined trips if there is a break in between trips. Vehicles must be returned to Facilities Office after each individual trip.
- 2.9 If a College vehicle is not available, the primary driver will be notified.
- 2.10 All staff/students authorized to use the vans assigned for use by the Athletics Department must follow all the rules and regulations as stated in this policy. The Director of the Athletics Department is responsible for the assignment of

the vans. The Vehicle Request Form must be submitted to the Director of Athletics Department and returned completed after each trip.

- 2.11 All staff/students who will be driving a 12-passenger State van must successfully complete an online van driver course. Contact the Facilities Office for a single-use authorization code to take this course.

3. Priorities

- 3.1 During peak periods of activity, requests for use of fleet vehicles may exceed the number available. In determining the assignment of such vehicles, the following factors shall be considered or applied:
- College vehicles will not normally be authorized when more economical commercial transportation is available.
 - Employees attending schools, conferences, and seminars of more than two days duration will normally be required to use commercial transportation where feasible.
 - Requests for vehicles will be consolidated whenever practical; that is, employees traveling to the same general location at approximately the same time will normally be required to use the same vehicle.
 - The number of passengers, need to transport equipment or supplies, distance to be traveled and duration of the trip will influence assignment decisions.
- 3.2 After applying the above enumerated factors in determining the assignment of a College vehicle, the remaining available vehicles will be assigned on the basis of the following order of priority:
- (1) Instructional field trips
 - (2) Intercollegiate competition
 - (3) Scheduled conferences, seminars, and related meetings requiring College representation
 - (4) Student admissions and recruiting
 - (5) Conferences, seminars, and related meetings benefiting the College through representation
 - (6) All other

4. Criteria for Use of the State Vans

- 4.1 Applicant must be at least 18 years of age and have a valid U.S. driver's license.
- 4.2 **All drivers of 12-passenger vans, per the campus policy, must complete the Online Van Driver Course before they can drive 12-passenger vans.** For single use authorization codes to take this course, please contact the Fleet Coordinator at Facilities.
- 4.3 Students, under specified conditions, may operate state owned vans:
- a. If it is not feasible to use another driver;

- b. A designated campus staff person appoints each student driver; and
- c. **A staff member must accompany the transport of students** for the approved purposes.

4.4 When assigned a passenger van, an individual must:

- a. Inspect vehicle prior to operation;
- b. Ensure that the number of occupants does not exceed capacity of the vehicle;
- c. Ensure that all occupants are wearing seatbelts at all times;
- d. Ensure that no alcohol or drugs are in the vehicle; and
- e. Ensure that the amount of time a driver spends behind the wheel is not excessive. **Note: No items allowed on top of the vans.**

4.5 Seatbelt use by all van occupants is required. The vehicle may not be operated unless everyone in the van is belted.

4.6 College departments are prohibited from renting 15 passenger vans unless they are contracted with a "for hire" business that provides a properly licensed and trained driver with the vehicle.

5. Canceling

If a traveler is unable to return the vehicle at the scheduled time or if a trip is cancelled, the Facilities Office must be notified immediately at 718-409-7323.

6. Use of Vehicle

- 6.1 If the driver is not familiar with the assigned automobile, she/he should request orientation from Facilities personnel.
- 6.2 The driver must complete lower part of the College Vehicle Request Form at the end of the trip by recording the beginning and ending odometer reading, note any mechanical defects and provide his/her signature.
- 6.3 Fleet vehicles are equipped with EZPass for use on the New York State Thruway and many other toll roads for your convenience. In order to make sure you are given an EZPass tag for your trip, please check the EZPass box on the Vehicle Request Form.

Note: The EZPass does not work on all highways. Individuals traveling out of New York State should inquire as to the availability of the EZPass. Additionally, the EZPass does not work while traveling in Canada. Drivers must pay for any tolls and seek reimbursement when they return.

7. Fueling

- 7.1 The campus purchases gas for our campus pumps at NYS contract prices and, as

such, all vehicle gas tanks must be filled on campus prior to departure.

- 7.2 It is the responsibility of the driver to make sure the tank is filled on campus. The campus pumps are available 24 hours a day and are conveniently located on campus next to the Facilities Office. These pumps can be accessed using the black FLEET-KEY, which is included with the vehicle. Each Fleet Key is vehicle-specific.
- 7.3 If the driver is not authorized to use the pumps, contact Facilities staff for assistance.
- 7.4 If a staff member has many travel assignments as part of his/her normal duty, he/she can put in a written request to the Facilities Office (Fleet Coordinator x7323) to be considered for access to operate the College fuel pumps.
- 7.5 Personal use of fuel is strictly prohibited.

8. Parking

- 8.1 If a personal vehicle remains on campus during a trip, it's recommended that it be parked in Parking Lot #1 opposite the University Police.

9. Returning a College Vehicle

- 9.1 All College vehicles shall be returned to the Facilities Office at the date shown on the College Vehicle Request Form.
- 9.2 The driver must complete the table in the Vehicle Request Form accurately at the completion of the trip by recording the odometer reading, noting any mechanical defects and providing his/her signature. In addition, the mileage log book in each vehicle **MUST** be filled out completely and properly. The driver's name must be entered in the "Name" column (no initials, no department, club, or team names). The mileage log must be printed legibly and be easily readable.
- 9.3 If a driver is unable to return the College vehicle on the date shown on the College Vehicle Request Form, the driver **MUST** notify the Facilities Office at 718-409-7323 during normal business hours (Monday to Friday, 8:00am to 4:00 pm).
- 9.4 **After office hours, the keys must be returned to the drop box along with the completed request form.** The drop box is located next to the Facilities Office's front door. Individuals should not take the keys home or leave them in their office/room.

10. Breakdown Procedures

- 10.1 In the event of a mechanical failure, please contact the Facilities Department at 718-409-7323 for instructions.

- 10.2 If *emergency on-the-road* maintenance is required outside of normal business hours, the driver is authorized to use a personal automobile service or local repair shop to perform the necessary work. The College will reimburse the driver for *justifiable repair expenses* submitted with the proper receipts and standard voucher.
Note: The College will not reimburse for AAA membership or other road service club membership.
- 10.3 It is the driver's responsibility to ensure the vehicle is secured in a safe area while waiting for further instructions or assistance.

11. Accident Reporting Procedures

- 11.1 Call for medical assistance immediately if an accident* results in any injuries.
- 11.2 Notify the proper law enforcement agency for ALL incidents involving a fleet vehicle.
- 11.3 An accident report must be completed at the scene by a law enforcement officer and forwarded to the College Facilities Office at 718-409-7323 as soon as possible, but no later than 24 hours after the incident. If the operator is unable to report the accident, it is the responsibility of his/her immediate supervisor to do so. In addition to the DMV's MV-104 Accident Report, an incident report must be filled out by University Police.
- 11.4 It is the driver's responsibility to report (within 10 days) any accident occurring in New York State causing casualty, personal injury or damage exceeding \$1,000 to the New York State Department of Motor Vehicles (DMV). All the involved drivers are required by the NYS Vehicle and Traffic Law to file form MV-104 (Report of Motor Vehicle Accident) with DMV. The DMV can suspend your driver license if you fail to report an accident. A completed MV-104 Report using the College's name and address as the state vehicle owner should be sent to:
- NYS Department of Motor Vehicles
Accident Records Bureau PO Box2925
6 Empire State Plaza
Albany, NY 12220-0925
- 11.5 For insurance purposes, copies of completed MV-104 forms and police investigative (MV-104A) reports should be forwarded to the Facilities Office and to the Director of Business Affairs.
- 11.6 The required MV-104 report must be legible and include an accurate description and drawing of the accident. All information regarding other vehicles involved should include but not be limited to: operator name, address, date of birth, owner's name, address, plate number, year and make of vehicle, and the name of

insurance company, policy number and insurance code.

- 11.7 The State self-insures for risks associated with the driving of state-owned or fleet vehicles (See also the sections on rental and personal vehicles for insurance coverage). Since the self-insurance program is administered through the NYS Office of General Services (OGS), they must be notified in the event of an accident involving a fleet vehicle (OGS, Motor Vehicles Claims Administrator, Bureau of Risk and Insurance Management: 518-474-4729). Under this program, payment is made by OGS for property damage to third party vehicles and personal injuries to third parties caused by the state driver. OGS has authority to settle damage claims up to \$25,000. Beyond that amount, the injured party must file a lawsuit to recover damages, either in the Court of Claims if SUNY is being sued or in State Supreme Court if the driver is being sued individually.
- 11.8 The campus will be responsible for repairs or damage to the fleet vehicle itself where the driver was at fault; otherwise litigation may be initiated by the Attorney General to recover for damages.
- 11.9 Inquiries from claimants and/or their insurance companies, as well as any medical bills for passengers of College vehicles should be directed to the Facilities Office for proper handling. In order to identify files properly, include the state driver's name and date of accident on all correspondences.

* An accident includes any incident occurring in, on, or near the vehicle.

12. In The Event That The College Vehicle Is Damaged By The Other Party

- 12.1 Obtain the name and address of driver, name and address of vehicle owner, copy of insurance card and phone numbers. Complete MV104 accident report and submit to the Director of Business Affairs.
- 12.2 If possible, obtain any photographs of damages. These are necessary to help collect from the other party's insurance company. In the event an insurance adjuster wishes to inspect the damages, please include the location of the vehicle. If not available, indicate a contact person and phone number for the company to contact. (If the above information is received in a timely manner, collection against the other party's insurance company can usually be done in the same year.)
- 12.3 If any claim drafts are received directly from an insurance company, these drafts must be forwarded, along with the date of accident and State operator's name, to the Director of Business Affairs for processing.

13. Rental Vehicles

- 13.1 The State of New York, through the Office of General Services, has seemed discounted, contract rates with Enterprise Rent-A-Car, National Car Rental and Hertz Rent-A-Car for car rentals. Staff may use other rental companies if the

business is out of state or in a location not served by any of these companies.

For reservations call:

Enterprise or National: 1-800-RENT-A-CAR and use corporate code: "XZ24A19"

Hertz Rent a Car - 1-800-654-3131 and use corporate code or CDP: "1929112"

- 13.2 Staff or state volunteers who drive rental vehicles on state business must look first to the mandated liability insurance coverage provided by the rental car company (if the vehicle is rented in NYS), then to their personal auto liability policy (unless business use is excluded) and finally to the State's self-insurance for coverage.
- 13.3 Employees issued a Citibank VISA Travel card should decline the Collision/Loss damage waiver insurance offered by the rental car company. The VISA card offers the State cardholders the Auto Rental Insurance (ARI) coverage. This coverage is provided when a cardholder rents a vehicle for 31 consecutive days or less and initiates and pays for the entire rental transaction with the Citibank Travel Card. This applies to cars rented both in and out of state. Per Office of the State Comptroller, approval will not be given for campus reimbursement of the cost to the renter of supplemental liability coverage offered by rental car companies. Since any accident caused by the driver will result in increased personal auto insurance rates, the purchase of supplemental liability insurance coverage in an attempt to avoid such rate increases would be ineffective.
- 13.4 Under NYS policy, if a state employee rents a car, and does not use the Citibank VISA card for payment, the employee should purchase the Optional Vehicle Protection or Collision Damage Waiver (CDW).

14. Personal Vehicles

- 14.1 Staff is notified through this policy that when personal vehicles are being used for SUNY business that their own personal automobile liability insurance may provide the first layer of insurance coverage in an accident. Staff should confirm with their insurance carrier whether business uses of their personal vehicles are excluded from coverage. In the event of an express exclusion, the State's self-insurance will provide the primary coverage.
- 14.2 Staff must report all accidents to their insurance carrier immediately and to the Facilities Office.

15. Drivers not eligible to use College Vehicles

- 15.1 An applicant will be precluded from operating a College vehicle if he/she:
 - Does not have a valid United States driver's license
 - Is not an employee or authorized personnel of SUNY Maritime College

- Is not at least 18 years of age
- Has been convicted of any violation involving the use of alcohol or drinking or drugs while operating a motor vehicle during the past 36 month period
- Has been convicted of more than three moving Vehicle and Traffic Law violations during the past 12-month period
- Has been involved in two or more accidents that are recorded in the Motor Vehicle Record during the past 24-month period
- Has been convicted of reckless driving in the past 36-month period
- Has been convicted of leaving the scene of an accident or failure to report an accident during the past 36-month period
- Has been convicted of vehicular assault
- Has been convicted of vehicular manslaughter

16. Vehicle Acquisition

- 16.1 Vehicles are to be purchased using the State contract for vehicles.
- 16.2 When considering purchasing a new vehicle, Facilities Office should do a cost/benefit analysis of alternatives and determine whether acquiring a new vehicle will result in the lowest agency cost for transportation. This analysis should consider such factors as the vehicle's intended use, cost of reimbursing personnel for the use of their personal cars, availability of College vehicles, short-term rentals and using public transportation.
- 16.3 When purchasing a new vehicle, the Business Office must analyze the relative cost of leasing, outright purchase and/or financing. If vehicles will require significant modification after acquisition, then leasing is not advisable. Further, agencies are not to enter into direct leasing agreements but rather use the statewide contract for leased vehicles administered by OGS, when available. Financing alternatives must evaluate the total cost (principal and interest) of the vehicle annually and over the life of the financing, and compare such costs to the outright purchase or lease of a vehicle.
- 16.4 Information on any new vehicles must be forwarded to the Property Control Coordinator (x4978) to be added to the State's inventory system.

17. Vehicle Insurance

- 17.1 All state-owned vehicles are insured under a state automobile insurance policy.
- 17.2 The Facilities Office cannot provide keys to a driver until the vehicle has license plates placed on it and the Bureau of Insurance at OGS is instructed to add the vehicle to the University's fleet coverage.

18. Assignment of Vehicles to State Employees

- 18.1 The President has unrestricted use of the College fleet vehicles.
- 18.2 A vehicle may be assigned to a particular employee only in extraordinary circumstances, approved by the Campus President or his or her official designee, and the use of such car shall strictly be for carrying out agency duties.
- 18.3 If an employee is permitted to use a state vehicle for unrestricted use, he/she must include in the employee's wages an amount that represents the value the employee received for personal use of the vehicle. For requirements, see Comptroller Payroll Bulletin, Reporting the Taxable Value of Personal Use of Employer Provided Vehicles and Chauffeur Services, and Form AC 3173.

19. Maintenance

- 19.1 Preventive maintenance is the key to avoiding the repair or replacement of costly major vehicle components such as engines, and transmissions. As such, the Automotive Garage Personnel should establish preventive maintenance intervals, based on local driving conditions and manufacturer's recommendations, for each type of vehicle and each type of maintenance service. Standards of acceptable quality should also be set for vehicle parts and fluids used.
- 19.2 It is also the responsibility of the Garage Personnel to track when inspections are due and to ensure that routine service is completed as scheduled.

20. Replacement Criteria / Minimum Use / Disposal

- 20.1 Facilities Department should analyze the cost of owning and maintaining College vehicles over the life of those vehicles and establish a vehicle replacement standard.
- 20.2 A replacement standard can be developed by analyzing the costs associated with a vehicle and identifying the point when, on average, a vehicle is reasonably depreciated but not yet incurring significant maintenance costs.

Note: By replacing vehicles at this point, escalating maintenance costs can usually be avoided and can optimize vehicle resale value.

- 20.3 Two criteria that should be considered when establishing a vehicle replacement standard are vehicle mileage and age. Also, any pertinent information on use and location that may affect the optimal time to replace a vehicle should be

considered.

- 20.4 Once the mileage or age standards for replacing a vehicle have been reached, Facilities should also consider if there are alternative options other than simply purchasing a replacement vehicle. The vehicle being taken off the road should be in sub-standard condition to justify replacement.
- 20.5 Facilities should do a periodic review of all comparable vehicles in the fleet and identify those that are underutilized or vehicles with annual mileage under 10,000. Any underutilized vehicles should be reassigned where they are needed more. Any exception should be documented and adequately justified.
- 20.6 Vehicles may only be used as a trade-in for replacement. Vehicles may not be traded in for services.
- 20.7 Per SUNY's Property Controls Manual, once a State-owned vehicle is determined to be surplus, it shall be made available to other State-operated campuses for transfer.
- 20.8 If a transfer is not made, the Property Controls Coordinator must submit a *completed* CS-201.1 along with the Title (do **not** sign the Title) and registration to OGS. OGS will make the item available to other State agencies and will issue transfer authorization, if applicable.
- 20.9 If the vehicle is to be sold at an OGS auction, the campus must transport vehicle to the closest auction site and OGS assumes authority and is responsible for disposing the vehicle.

21. Reporting and Recordkeeping Requirements

- 21.1 Facilities should maintain detailed information on each vehicle in the agency's fleet including year, make, model, vehicle class, mileage, unit cost, fuel type, method of payment, new or replacement, and assigned or part of the agency's pool.
- 21.2 Through the LENS program, University Police will generate an authorized list of campus drivers, which will only be shared with the appropriate offices that authorize/release vehicles.
- 21.3 University Police will not release the individual driving records of any applicants to anyone other than the applicant and Human Resources, in the event of a personnel matter.
- 21.4 Facilities Department is responsible for maintaining pertinent records such as the College Vehicle Request Form, Mileage Logs from departments, Vehicle Mileage Per Month records, maintenance logs, fuel usage logs, and the cumulative costs of parts, labor and overhead by a vehicle over its life.

22. Fuel Tanks/Fuel Usage

- 22.1 The monitoring system in place detects if there's any fuel spillage from the inner tank to the outer tank.
- 22.2 If any fuel spill is detected or noted by any College staff, Facilities must be notified and a report is to be sent to the Department of Environmental Conservation.
- 22.3 Amount of fuel in the tanks can be checked using the Monitoring System.
- 22.4 Warehouse staff must check the System periodically to ensure fuel level is adequate and to initiate the PO process for fuel purchase.
- 22.5 Facilities shall monitor fuel usage monthly and follow-up on variances noted.

23. Fraud Prevention

- 23.1 State-owned vehicles shall be used for official College business only, unless an employee is authorized unrestricted use of College fleet vehicles. Then the vehicle shall be used primarily for College business as defined by the Internal Revenue Code and applicable state policies.
- 23.2 Any employee assigned a state-owned vehicle is responsible for keeping and maintaining adequate and sufficient documentation necessary to indicate their use of the vehicle in mileage, and expenses related to the operation.
- 23.3 Mileage logs, together with the odometer, are subject to periodic audit and inspection.

Definitions:

Official Business - The following activities constitute official business:

- a. Meetings or conferences called by the Chancellor, a member of the Chancellor's staff, the campus president, officials of the State Government, officials of learned societies or other persons on the business of the College.
- b. Meetings of organizations in which the College holds membership.
- c. Recruiting of administrative and instructional faculty members.
- d. Visits to secondary schools to advise students of educational opportunities within the College.
- e. Field trips by Department Faculty.

- f. Individuals involved with campus events at SUNY Maritime including Performers and Visiting Speakers.
- g. Family members of the person using a College vehicle on official state / SUNY business are not authorized as passengers in the College vehicle unless they are also on official State /SUNY business.

The above list is not all-inclusive and it is intended to be used for guidance only. The Vice President for Operations has been authorized to determine what constitutes official business of the College. College vehicles may only be driven to and from the location shown on the approved travel authorization. *Employees in official travel status are permitted to use College vehicles for transportation to eating places and to other places for reasonable necessities and amenities.*

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