



**Fashion Institute
of Technology**
State University of New York

FIT Vehicle Use

Policy FI005

Volume 7, Finance and Fiscal Management

Responsible Administrator: Treasurer and Vice President for Finance and Administration

Responsible Office: The Office of Operational Services

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Policy Statement

This policy outlines the requirements for all Authorized Drivers operating FIT Vehicles for college business. These requirements specify how Authorized Drivers are assigned to operate an FIT Vehicle, their responsibilities, addresses specific aspects of using FIT Vehicles, and offers additional information needed to operate and adequately maintain FIT Vehicles safely.

Reason for the Policy

The college aims to create a safe environment for faculty and staff operating FIT Vehicles. The policy enhances the safety of drivers, passengers, and the public while striving to reduce injuries, damages, and claims against the college related to the use of FIT Vehicles.

Who is Responsible for this Policy

- Senior Associate Vice President for Finance & Administration
- Executive Director of Operational Services

Who is Affected by this Policy

- All Authorized Drivers who operate FIT Vehicles under this policy

Definitions

- **Authorized Driver:** An FIT employee or third-party contractor who has a valid driver's license and has signed a consent form permitting the college to enroll them in the NYS Department of Motor Vehicles (DMV) License Event Notification Service (LENS) program
 - "Third-Party Contractor" refers to Public Safety officers and custodial/maintenance personnel who are employees of a company with an approved contract with FIT.
 - Students are not permitted to operate FIT Vehicles.
- **FIT Vehicle:** Any motor vehicle owned, maintained, and operated by the college as part of its fleet. This includes all vehicles listed on the authorized fleet inventory maintained by Operational Services, including, but not limited to, passenger vans and vehicles designated for administrative use.

- **Incident:** Any event involving an FIT Vehicle that causes or may potentially cause property damage, personal injury, loss, or liability. This includes, but is not limited to, accidents, collisions, theft, vandalism, or any other Incidents requiring reporting, investigation, or remedial action.

Principles

Driving a college vehicle is a privilege. FIT Vehicles are strictly for official college business. The college reserves the right to deny or revoke driving privileges for any Authorized Driver who does not meet the requirements of this policy.

Authorized Drivers operating FIT Vehicles for college business must maintain safe operating conditions, adhere to traffic laws, and follow all institutional policies. They must also ensure that all passengers in an FIT Vehicle are affiliated with the college and participating in a college-related activity.

Traffic Violations and Safety

- Authorized Drivers must comply with all traffic laws, rules, regulations, and institutional policies, including FIT's Drug and Alcohol Use Prevention and Tobacco-Free Campus policies (see Related Policies below). They must practice defensive driving, wear seat belts, require passengers to wear seat belts, observe posted speed limits, and ensure the safe operation of vehicles.
- Under NYS law, distracted driving is strictly prohibited (see Related Documents below). Any activity that diverts attention from driving, including talking on a cell phone or texting, eating, drinking, or operating the stereo, entertainment, or navigation system constitutes distracted driving. Authorized Drivers must avoid engaging in these activities while operating an FIT Vehicle to ensure the safety of both drivers and passengers.
- Possession, transportation, or use of alcohol, illegal drugs, or tobacco products is prohibited in FIT Vehicles and on campus.

Responsibilities

- **The Office of Operational Services**
 - The Office of Operational Services oversees all activities related to FIT Vehicles as outlined in this policy, manages the information distribution that supports this policy, and collects and maintains data on FIT Vehicles and their usage. Specific responsibilities include, but are not limited to:
 - Scheduling, coordinating, and tracking the assignment, utilization, and operation of FIT Vehicles;
 - Acting as the primary contact point for FIT Vehicle use;
 - Distributing information, policies, and procedures related to FIT Vehicles across the campus community;
 - Collecting, reviewing, and providing information, such as monthly vehicle usage and analysis reports, to the Vice President for Finance and Administration or as requested;
 - Coordinating with the Department of Public Safety on general FIT Vehicle maintenance, Incident reporting, and off-hours vehicle pick-up and return;
 - Managing the list of Authorized Drivers by confirming that each driver possesses a valid license and is enrolled in the LENS program;
 - Ensuring that FIT Vehicles are adequately insured, registered, and possess license plates issued by the NYS DMV and

- Ensuring compliance with all relevant motor vehicle operation laws and regulations.
- **Motor Vehicle Driver Reviews**
Operational Services enrolls each Authorized Driver in the NYS DMV LENS program. The LENS program notifies the college of events that may affect an Authorized Driver's license.
- **Usage Report**
Operational Services is responsible for logging the mileage when a vehicle is returned and for compiling a monthly usage report for each FIT Vehicle, which will include, but is not limited to:
 - Odometer readings;
 - Condition of the interior and exterior of a vehicle body related to wear and tear, dents, and other issues, based on a physical inspection of the vehicle; and
 - Fuel usage.
- **Preventive Maintenance and Repairs**
Operational Services is tasked with scheduling and coordinating preventive maintenance for all FIT Vehicles, ensuring compliance with NYS inspection requirements, managing repairs, and filing insurance claims for vehicle damage resulting from Incidents.
- **Safety Inspection**
Operational Services will coordinate the required NYS safety inspection with the Department of Public Safety.
- **Authorized Drivers**
Authorized Drivers of FIT Vehicles are responsible for following these requirements:
 - **Driver Accountability and Incident Reporting**
 - Obey all laws, rules, and regulations, and adhere to related FIT policies.
 - Inform Operational Services about changes in their license status, including suspension, revocation, or any traffic conviction offenses;
 - Report any Incidents to Public Safety as soon as practicable (see procedures); and
 - Promptly pay fines for any traffic or parking violations issued while an FIT Vehicle is in their custody, and report the sanction to Operational Services as soon as practicable.
 - **FIT Vehicle Use and Operation**
 - FIT Vehicles must be locked and secured when unoccupied, and all contents must be removed or reasonably safeguarded.
 - Using radar detectors or similar speed enforcement detection devices is strictly prohibited.
 - Cargo or materials must not be loaded onto the roofs of FIT Vehicles.
 - Transporting more passengers than the maximum number an FIT Vehicle is designed to carry is strictly prohibited.
 - The FIT Vehicle interior should remain clean and free of debris, and

- FIT Vehicles must be returned to campus with a full tank of gas. (For information on refueling, see Procedures.)

Procedures

- **Assignment of FIT Vehicles**

Operational Services will confirm a reservation once a Vehicle Reservation Form (see Related Documents below) is completed and submitted for approval. Operational Services will release FIT Vehicle(s) only to Authorized Drivers, who must return the vehicle by the date and time specified on the Vehicle Reservation Form.

- **Incident Procedures**

Regardless of severity, all Incidents must be reported to local law enforcement at the Incident site, and FIT's Department of Public Safety must be notified at (212) 217-7777 as soon as possible after the Incident. If the Authorized Driver cannot do so, another responsible party should make the reports.

In the event of an Incident, the Authorized Driver must adhere to these guidelines and protocols.

- Remain at or near the scene if practicable;
- Call 911 to request a police officer and/or emergency medical services (EMS) personnel to respond to the scene;
- Cooperate fully with law enforcement, EMS, and relevant FIT administrators;
- Make sure that proper identification and insurance information are exchanged between the involved parties; and
- Complete the "Incident Form" following FIT guidelines (see Related Documents) and submit it to Operational Services. The Incident forms are stored in each FIT Vehicle for Authorized Drivers to access in case of an Incident.

- **Cancellations**

If a FIT Vehicle reservation has been approved but is no longer needed, the requester must inform Operational Services as soon as possible to cancel it.

- **Van Driver Safety Program**

To promote the safe operation of FIT's vehicles, the Office of Operational Services has implemented a driver safety program to reduce risk, support driver readiness, and protect vehicle occupants. Key elements of the program include:

- **Driver Certification**

Only drivers who have completed FIT's driver certification process may operate FIT's vehicles. Certification includes reviewing driving history (out-of-state driver license holders must provide their official MVR), confirming at least five (5) years of licensed driving experience, acknowledging compliance with all related safety policies and procedures, and a driving record reflecting a safe, responsible vehicle operation history.

- **Driver Safety Training:**

All FIT Authorized Drivers must complete the required safety course to safely operate large passenger vans before operating any vehicle. Individuals may not drive a van until they have completed this training.

- **Refueling and Roadside Assistance**

Authorized Drivers are provided with credit cards for the duration of their FIT Vehicle Reservation:

- WEX Fleet Card: This card will be used solely for purchasing gasoline or essential maintenance materials, such as oil or windshield washer fluid, during the trip.
 - Authorized drivers should use the manufacturer-recommended fuel and, whenever possible, utilize self-service facilities.
 - FIT Vehicles must be returned with a full tank of gas.
- Roadside Assistance Card: This card is intended for use only in situations requiring roadside assistance.

Authorized Drivers must indicate their name and the FIT Vehicle's license plate number directly on the receipt when using either card. When the FIT Vehicle is returned at the end of the reservation, both cards must be returned to Operational Services.

- **Return of a Vehicle**

The Authorized Driver should park the FIT Vehicle on 27th Street between 7th and 8th Avenues and immediately return the key and credit cards to the appropriate office/department as indicated below.

- **During Standard Business Hours (M-F 9:00 am to 5:00 pm):**
 - The Office of Operational Services handles FIT Vehicle returns in the Business and Liberal Arts Center, Room BC20.
 - Operational Services will inspect the interior and exterior of the FIT Vehicle and report any damage on the Vehicle Inspection Form.
- **Outside Standard Business Hours (weekends, college holidays, etc.):**
 - FIT Vehicle returns are managed by the Department of Public Safety at 236 West 27th Street.
 - Public Safety will inspect the interior and exterior of the FIT Vehicle and document any damage on the Vehicle Inspection Form.
 - Public Safety will send the Vehicle Inspection Form, key, and credit cards to Operational Services on the next business day.

Violations

Sanctions for violating this policy may include suspension of FIT Vehicle driving privileges or disciplinary actions, up to and including termination of employment. Any disciplinary measures will be applied as outlined in the Collective Bargaining Agreement for the Bargaining Unit employees.

Related Policies

- [Drug and Alcohol Use Prevention](#)
- [Tobacco-Free Campus](#)
- [Employee Code of Ethical Conduct](#)

Related Documents

- [NYS Governor's Traffic Safety Committee: Distracted Driving](#)
- [Vehicle Reservation Form](#)
- [LENS Consent Form](#)
- [Incident Form](#)

Contacts

- **Office of Operational Services**
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