

Use of College Vehicles

College vehicles shall only be used for official College business and will only be assigned to College employees who have valid New York State driver licenses. All drivers must comply with all traffic safety laws and must wear seat belts at all times.

Non-College personnel may be transported only when required in the course of College business.

Employees driving College vehicles should obtain gasoline at the Plant Maintenance Building on either the Ammerman or Grant Campuses. If this is not feasible, it may be obtained from County pumps at Riverhead, Yaphank or Hauppauge.

Gasoline, oil, or transmission fluid, etc., may be purchased with a College credit card only in emergency situations or where it is not possible to obtain it from College or County facilities. The purchase should be limited to the amount needed to reach a College or County facility. The vehicle license number and the number of gallons must be entered on the receipt, which is to be returned with the credit card.

Employees assigned full-time use of College vehicles shall submit monthly mileage reports to the Office of Business and Financial Affairs.

If an accident occurs, or if there is a need for emergency road service, refer to the information sheet in each vehicle.

Any accident, damage or theft should be reported as soon as possible to the driver's supervisor and then to the Office of Business and Financial Affairs.

Approved by Executive Council
August 6, 2008