

# Ithaca College Handbook



## Students Driving College-Owned/Leased/ Rented Vehicles

**Ithaca College  
Office of Risk Management  
Job Hall 325  
Ithaca, NY 14850-7008  
(607) 274-3285**

**Rev. 9/08**

## College-Owned Safety Policy for Students

Ithaca College maintains a College-owned of vehicles for use by its community, including students. A few of the vehicles are permanently assigned to departments and/or offices. All vehicles are to be used for college-sanctioned use in official programs offered through the College only. As part of its risk management program, the College has established the following policies and procedures to be followed in association with the use of a College-owned or leased/rented vehicle by students.

### A. Becoming an Approved Student Driver of Ithaca College Vehicles

The following steps must be completed, in the order given, to **become** an approved driver of College vehicles:

1. Students over the age of 21 who expect to drive any type of college-owned or leased/rented vehicle must have their individual motor vehicle record checked annually by the College's insurance company. This is to be certain that the individual's record falls within acceptable driving standards, as determined by the College's insurance company. To do this, you must complete a "DRIVER INFORMATION FORM" and return it to the Office of Risk Management for processing.

You may use the "DRIVER INFORMATION FORM" (last page) in this packet or download it from the Office of Risk Management website at <http://www.ithaca.edu/riskmanagement>. Alternatively, you may visit the Office of Risk Management, Job Hall, 3<sup>rd</sup> floor, to complete it (bring your license with you). Important!!! It takes 14 business days (not calendar days) until your results are received. Processing the forms is done in the order they are received. SORRY, NO EXCEPTIONS.

2. Students must also take an Ithaca College Driving Safety class given by the College. These classes are approximately two hours in length and are offered at various times throughout the academic year. There is no cost for the class. **Students attending the class must pass a multiple choice written exam given at the end of the class.**
3. Read this packet from cover to cover so that you are aware of all Ithaca College requirements, procedures, and responsibilities relating to students driving Ithaca College vehicles.
4. Once these steps have been successfully completed, you will be listed as an approved Ithaca College student driver of Ithaca College vehicles, subject to all responsibilities outlined in this packet. ALL STUDENT DRIVER APPROVALS EXPIRE ONE YEAR AFTER APPROVAL DATE.

### B. Renewing Your Ithaca College Student Driver Approval for College Vehicles

The following steps must be completed in order to **renew** your Ithaca College Student Driver Privilege:

1. Because student driver records are required to be checked annually, those wishing to renew their Ithaca College driver privilege must complete and sign another "DRIVER INFORMATION FORM," allowing the College's insurance company to re-check their driving record with the Department of Motor Vehicles.
2. All students wishing to renew their Ithaca College student driver privilege must complete a Driving Safety Refresher test given by the College. You will NOT be required to re-take the class. The test is offered at various times throughout the academic year at no cost. Call the Office of Risk Management at 274-3285 to schedule the written test. **Students must pass the written exam to renew their Ithaca College vehicle driving privilege.**

Once both steps have been successfully completed, the student's Ithaca College student driver privilege will be renewed for another one-year period. All privileges expire one year from the renewal date.

### **C. Student Driver Responsibilities**

#### **Driving Factors**

You, as the driver, need to keep important factors in mind, such as light, road, weather, traffic, vehicle, and driver conditions. You may have to make important decisions based on these factors. If any of the above makes you uncomfortable, then you must exercise that judgment and plan or change arrangements accordingly. For example, if your vision is affected by night driving, then you must either stop for the night or plan in advance to have an approved relief driver take over. If the weather is bad enough that you don't want to drive, then the trip must be cancelled or interrupted. You, and you ALONE, must be the person who makes these decisions and not your passengers.

Knowing and being properly prepared can assist in avoiding the most common causes of collisions, which are as follows: speeding, not giving the right-of-way (including situations when you normally wouldn't do so), driving left of center, and improper passing. Utilize a safe speed for the prevalent road and weather conditions, such as rain, snow, black ice, etc., let other drivers who want to cut in front of you do so, drive to the right of the lane you are in, and allow plenty of space for passing. It is always best to avoid passing altogether when you are not fully acquainted with the vehicle or in bad road and/or weather conditions. You have learned or will learn much more about these situations as well as traveling and stopping distances, driving hazards, driver distractions, and more in the student driver safety class. Please practice what you learn, follow the manual guidelines, and maintain control of your driving as well as your passengers, and you are likely to avoid preventable accidents.

You agree to abide by the steps below. Disregarding any of them subjects you to the strong possibility of losing your privileges.

1. The leasing/rental of 12 or 15 passenger vans from outside firms (meaning commercial establishments) **is strictly forbidden**.
2. Ithaca College prohibits the consumption of alcoholic beverages or the use of controlled substances by the driver or passengers of Ithaca College vehicles.
3. The use of cell phones, including hands-free phones, is strictly prohibited while driving an Ithaca College vehicle. (Note: As of 11/2001, using a hand-held cell phone while driving a vehicle in New York State is illegal and subject to a fine).
4. Distracted driving, including using hand-free cell phones, or eating is prohibited.
5. Student drivers are responsible for payment of any citations, fines or tickets received while operating an Ithaca College vehicle.
6. Ithaca College vehicles may be used only for the purpose assigned, and should be driven to and from the designated destination via the most direct and safe route under prevailing weather conditions.
7. Ithaca College prohibits smoking in Ithaca College vehicles.
8. Assigned drivers may not permit anyone else to operate an Ithaca College vehicle unless the other party is also currently an approved Ithaca College student driver and arrangements have been made in advance for an alternate driver to operate the vehicle. (This must be arranged in writing, in advance, with your department and Facilities).
9. Never allow yourself to lose control of the vehicle and risk injury to yourself, your passengers, and others on the road. When you encounter an aggressive driver on the road, give him/her the right of way in a safe manner. Do not ever engage in arguments or allow your passengers to do so, even in the event of an accident that is not your fault.

Failure to comply with any New York State law, Ithaca College policy or failure to exercise sound judgment may result in temporary suspension or permanent revocation of your Ithaca College vehicle driving privileges.

The College's Office of Risk Management will exercise final judgment on whether or not to suspend or revoke your Ithaca College driver's privileges for any reason at any time, based on his/her best judgment.

### ***Important Requirements as a Student Driver of Ithaca College Passenger Vans***

Loading vans causes the center of gravity to shift rearward and upward, increasing the likelihood of rollover and the potential for loss of control in panic maneuvers. The actual risk of rollover with ten or more passengers is nearly three times the rate of those that are lightly loaded.

Your assistance and cooperation are needed to further improve the safe operation of our vehicles. You, as the driver, are responsible for the following:

- Do not allow more than 9 passengers in the van. If there is a great deal of equipment or luggage, lower passenger limit accordingly, for everyone's safety. Passengers are not allowed in the cargo area (where there are no seats).
- Never allow non-Ithaca College passengers in the van, including hitchhikers.
- Require all passengers and yourself to wear a seat belt while traveling in the van.
- Obey all speed limits and traffic laws. Reduce driving speed when weather and/or road conditions warrant such.
- Avoid any sudden maneuvers while driving such as a hard turn.
- For long trips, designate a navigator to assist you. The navigator must stay awake while on duty. The driver/navigator team should be replaced every two hours on the average.
- **Never** allow anything to be stored on the roof of the van. Never allow anything to be towed by the van.
- Stow and secure luggage and equipment as low in the van as possible so that nothing will fall on the passengers or driver in the event of a quick stop or accident. You, as the driver, must refuse to permit bulky or numerous items in the vehicle so as to maintain everyone's safety.
- Lock vehicle at all times, even for brief periods. Ithaca College is not responsible for the loss or damage of personal possessions for any reason.
- Occasional shuttling of non Ithaca College people is allowed but only for sanctioned-sponsored events, such as conferences, alumni events, and employee candidate interviews. Usually, this involves transporting individual(s) from and to the airport, hotel, or South Hill Business Park (the former Axiohm parking lot). This does NOT include transporting non Ithaca College individuals to programs sponsored by other colleges or professional organizations.

Ithaca College's primary concern is for **your safety and the safety of your passengers**.

Please help us with this effort by complying with the above steps. Failure to do so may well result in suspension or revocation of your Ithaca College vehicle driver's privileges by the Office of Risk Management. Don't risk it. **YOU, AS THE DRIVER, ARE RESPONSIBLE FOR FOLLOWING THESE REGULATIONS.** Remember everything you learned in the Safety Class and stay in control at all times.

#### **D. Vehicle Maintenance Reporting**

Facilities or Public Safety (after the Facilities office is closed) must be notified immediately of any damage or non-functioning items that may be noticed after picking up the vehicle. If this isn't recognized until you are traveling, this information must be reported to Facilities immediately upon your return, whether or not the vehicle is a College-owned or a department-dedicated vehicle. Contact Facilities at 274-3225 and/or Public Safety at 274-3333.

If you feel that the vehicle may be unsafe to drive (problems with the brakes, horn not working, head lights, tail lights, brake lights not working, steering problems, damage, etc.) you **MUST** notify Facilities immediately, or Public Safety if the Facilities Office is closed (phone numbers above). Any vehicle deemed unsafe to drive will be pulled from service immediately and must **NOT** be returned to the department, if it's a department-designated vehicle. Notify your department representative to advise; that person can contact Facilities regarding the timeline required for repair and/or any possibility of a loaner. (No guarantees are made that a loaner will be available for that purpose).

Be sure to check the vehicle's interior to verify that everything is in working order (windshield wipers, seat adjustments, mirrors, seatbelts, interior lights, and supplies such as a radio, ice scraper and snow brush if needed, maps, lights, etc.)

The above are your duties and responsibilities as the driver of the vehicle. Failure to follow these instructions could result in the suspension or revocation of your Ithaca College vehicle driver's approval and privileges. The Office of Risk Management has the right to do so at any time, so don't risk it.

#### **E. Use of Personal Vehicles for Ithaca Business**

Physical damage to personal vehicles used on College business is covered by the vehicle owner's personal automobile insurance policy. Ithaca College cannot cover a non-owned vehicle for comprehensive and/or collision damages. Bodily injury is also covered under the vehicle owner's insurance policy. You should contact the police and emergency personnel immediately if there is an accident and bodily injuries, no matter how minimal they appear to be at the time.

#### **F. Instructions for Picking Up and Returning College Vehicles**

All students must read and sign an "Ithaca College College-Owned Vehicle Use Agreement" available at [http://www.ithaca.edu/financial\\_services/forms/vehicle\\_request\\_stop.htm](http://www.ithaca.edu/financial_services/forms/vehicle_request_stop.htm). Additionally, students must complete all procedures required of their department or unit. Be sure to check with the department or unit for specifics.

Prior to obtaining keys for a College-owned vehicle, the student must present a valid and current College ID, if requested. If the vehicle is a department or unit-dedicated vehicle, you should do the same for whoever issues the keys in that department, if requested. Otherwise, vehicles will not be issued. Never send another person to pick up the vehicle. This is your responsibility! **NO EXCEPTIONS.**

Upon returning to campus, all College-owned vehicles must be returned to Facilities in the same general area they were picked up. The vehicles must be locked and keys returned to wherever the Facilities office instructs. Department-dedicated vehicles must be returned to wherever it was taken and the keys returned to the department employee assigned, or placed in designated key area.

Please follow all of your department or unit's requirements if vehicle(s) is/are assigned permanently to that area. Otherwise, please follow regulations put in place by the Facilities Office to avoid disappointment. Contact Facilities if you have questions about their procedures.

## Ithaca College - Student Driver Safety Checklist

1. All students must be tested and approved by Risk Management prior to operating Ithaca College vehicles. Qualifying as a College driver is **not** a permanent entitlement. It means that you are permitted to operate a College-owned vehicle in connection with an officially sanctioned event as long as you do so in a safe and lawful manner, and in compliance with requirements.
2. As a driver of an Ithaca College vehicle, you are responsible for obeying the laws of all jurisdictions in which you may be operating the vehicle. Any citations, fines or tickets received as a result of failure to obey the law will be **your personal responsibility to pay.**
3. You are responsible for inspecting the vehicle prior to departure to ensure that all vehicle components and safety equipment are present and functioning properly, and that any and all damage observed is reported. This inspection should include, but is not limited to, tires, brakes, horn, mirrors, lights, wipers, fluids, and steering wheel. Any items missing or newly damaged on your return should be reported, as well.
4. Ithaca College vehicles may be used only for the purpose assigned, and should be driven to and from the designated destination via the most direct and safe route under prevailing weather conditions. Detours for the purpose of conducting personal business are prohibited. If for any reason your trip is cancelled, report and return the keys to the Facilities office or other department/unit immediately. Please notify the Facilities office at 274-3225 so the vehicle can be reassigned to another group. Do not allow the vehicle to be used for any other purpose or by any other group on your own.
5. Please secure windows and lock vehicle the entire time it is in your possession, even for very brief periods of time.
6. All cargo must be secured properly for the purposes of personal safety and damage to seat, upholstery, etc. Seats may not be removed without prior permission. Nothing is to be secured to the outside of the vehicle nor towed. Any problems in accommodating unusual cargo must be referred to Facilities office in advance, during office hours so that the Facilities office and the Office of Risk Management can jointly make the final determination as to how to resolve the matter.
7. Consumption of alcoholic beverages or the use of controlled substances by the driver or passengers of an Ithaca College vehicle is in violation of the law and is strictly prohibited. The presence of open containers of alcoholic beverages is in violation of the law and is strictly prohibited. Ithaca policy prohibits staff, faculty and students from operating any Ithaca College vehicle while under the influence of alcohol or controlled substances.  
  
Drivers who are using medication are also prohibited from operating an Ithaca College vehicle at any time when their ability to drive might be impaired by the medication.
8. Road rage by Ithaca College drivers and passengers is strictly prohibited. Never allow yourself to lose control of the vehicle and risk injury to yourself, your passengers, and others on the road. When you encounter an aggressive driver on the road, give him/her the right of way in a safe manner. Do not ever engage in arguments or allow your passengers to do so, even in the event of an accident that is not your fault.
9. Smoking is prohibited in Ithaca College vehicles.

10. The use of any cell phones is strictly prohibited while driving a College vehicle. If you must use a cell phone, please find a safe place to pull off the road and stop.
11. If two or more vehicles are traveling to the same destination, every effort shall be made to have all vehicles depart together. Drivers shall coordinate stops, keep visual contact with other vehicles in the group and be prepared to provide assistance if anyone has a breakdown or accident.
12. In case of breakdowns or accidents on the road, you are responsible for exercising good judgment to ensure the safety of yourself and your passengers first and then the safety of the vehicle.

**REFER TO PAGES 7 AND 8**

13. Each College-owned vehicle will be returned to its general parking area at Facilities immediately on return to campus, after discharging passengers. If you are using a department-dedicated vehicle, you should return the vehicle and keys to the assigned area and department employee. All debris is to be removed from the vehicle before returning the van. Any vehicle malfunction, problems, repairs, missing equipment, damage, etc., should be reported immediately. Passengers riding with their feet on the dash or seats, kicking doors and panels or participating in other conduct that causes abnormal wear, which tends to detract from the appearance of the vehicle and shorten its useful life, will not be tolerated. Any damage resulting from such behavior must be reported to Facilities, whether it is a College-owned or a department-dedicated vehicle. Return keys and any required paperwork or your notes about the vehicle to Public Safety on weekends or evenings.
14. Unless accompanied by a faculty or staff member who is in charge of the group, you are the official College representative in the vehicle who is responsible for the conduct of all passengers as well as for reporting any damage that they may cause, including the identity of the individual(s) causing the damage. If any passenger(s) do not comply with your directions regarding the enforcement of these instructions or engage in distracting conduct that affects the safe operation of the vehicle, you must refuse to move the vehicle until they desist. If necessary, appropriate authorities should be requested to provide assistance.
15. Assigned drivers may not permit anyone else to operate an Ithaca College vehicle unless the other party is also currently an approved Ithaca College Student Driver and arrangements have been made in advance for an alternate driver to operate the vehicle. (This must be arranged in writing, in advance, with your department and Facilities).
16. A **second approved driver must** share responsibilities **for any trip exceeding three (3) hours in length.**
17. Unauthorized bumper stickers and signs are not permitted. It is the driver's responsibility to see that any item of this nature is removed if anyone should attempt to place them on the vehicle.
18. Failure to comply with these instructions or failure to exercise sound judgment in emergencies may result in temporary suspension or permanent revocation of your Ithaca College driving privileges. The College's Office of Risk Management will make the final determination.

## **ITHACA COLLEGE MOTOR VEHICLE ACCIDENT PROCEDURE**

If someone drives a College or rental vehicle for College business and is not designated as an approved driver by the Office of Risk Management, and/or does not follow the accident procedures below, his/her campus department may be responsible for the full expense for damage, loss, etc. If this occurs, the Office of Risk Management will assess the accident details to determine if procedures have or have not been followed.

If a College driver causes damage to an Ithaca College vehicle(s) or non-owned College vehicle two different times within a two-year period, their College driving privileges will be assessed by the Office of Risk Management. This means if a College driver is at fault.

If you have any questions, please call Risk Management at 274-3285 prior to operating a vehicle.

### Insurance and Accident Procedures

Ithaca College vehicles are insured under the College's automobile liability insurance policy.

**All damage (including minor damage), theft, and/or bodily injuries need to be reported immediately. If driver and/or passengers are injured, seek medical treatment.** Please follow the procedures below:

### **Off-Campus Accident:**

Applies to the Ithaca College Driver at Fault or the Third-Party Driver (other driver) at Fault and

- Involves a College-Owned Vehicle or Rental Vehicle, i.e., Hertz vehicle, and/or
  - Involves a College-Owned Vehicle or Rental Vehicle that comes in contact with a Third-Party Vehicle (vehicle that is operated by non-Ithaca College individual), and/or
  - Involves a College-owned or rented vehicle that comes in contact with a structure, i.e. guardrail, concrete post, pedestrian, building, etc.
1. Immediately report the accident to the local police in the area you are located, have the police respond to the scene to complete a police accident report (never leave scene of accident), obtain a copy of the report or ask for instructions on how to obtain a copy of the report. Please be sure you have this information to report to both Risk Management and Public Safety.

If you are unable to obtain a police report, record as much information as possible about the other party involved in the accident (use the laminated guidelines that are kept in the glove box of the College-owned vehicle; if you are operating a non-owned College vehicle, please **print Page 9** prior to traveling and carry it with you). Information gathered must include the other party's name; license identification number and state of license; vehicle license plate number; make, model and year of vehicle; and their insurance co. name and insurance co. code (located on their insurance card that should be kept in their vehicle); how accident occurred; detail of damage, and witnesses (names, addresses, phone numbers).

Make no statement concerning guilt or fault, and never agree to make payments for the accident.

2. Immediately report the accident to Risk Management at 607.274.3285.
3. Immediately report the accident to Public Safety at 607.274.3333. Safety will take details via phone. Then, please make arrangements to have Safety take a report upon your return to campus. Both the police report and public safety report contain written and verbal statements that are needed for the automobile insurance claim conducted by Risk Management and the College's insurance company.
4. Immediately inform your supervisor.

## On-Campus Accident Involving College-Owned Vehicle or Rental Vehicle that is operated for College-Sanctioned Business:

Follow procedures #2 through #4 above. A Public Safety officer will report to the scene of accident, take verbal/written statements, etc.

Departments that have Designated Vehicles (College-owned vehicle that is permanently assigned to a particular department – this only affects a few departments on campus)

1. Only the department's employees and students, if approved College drivers, are allowed to operate the vehicle(s). The department is not allowed to share the vehicle with another on-campus department. If this occurs, the vehicle may be removed from the department.
2. All individuals in the department must follow the procedures above if an accident/damage occurs.
3. The department should have a procedure in place to regularly inspect the vehicles after each use. If vehicle damage is discovered, procedures #2 through #4 above must be followed. It is unacceptable for a department to wait until multiple accidents/damages occur to one particular vehicle before reporting it to Public Safety and Risk Management.

### Personal Vehicle Operated for College Business

Personal vehicles are insured under the owner's personal automobile insurance policy, not Ithaca College's policy. Therefore, the owner would need to contact their own insurance company or the third party's insurance company.

### Important Links

Driver Form: [http://ithaca.edu/riskmanagement/forms/mvr\\_welcome\\_page.htm](http://ithaca.edu/riskmanagement/forms/mvr_welcome_page.htm)

Student Driver Handbook: [http://ithaca.edu/riskmanagement/manual/student\\_handbook.pdf](http://ithaca.edu/riskmanagement/manual/student_handbook.pdf)

Student Driver Safety Classes: [http://ithaca.edu/riskmanagement/memos/driver\\_safety\\_class.pdf](http://ithaca.edu/riskmanagement/memos/driver_safety_class.pdf)

Vehicle Request Form: <http://ithaca.edu/facilities/vehiclerequestform.htm>

Who Is Allowed in Ithaca College Vehicles:

[http://ithaca.edu/riskmanagement/forms/mvr\\_welcome\\_page.htm](http://ithaca.edu/riskmanagement/forms/mvr_welcome_page.htm)

## **On-the-Scene Accident Reporting Procedures**

- ❖ Stop your vehicle and turn off the ignition.
- ❖ Check for injuries to persons in your vehicle.
- ❖ Check occupants of other vehicle or pedestrians for injury.
- ❖ Call the police/emergency service using 911 or other local number.
- ❖ Follow the directions of responding police officer and be sure police accident report is completed.
- ❖ Exchange names, addresses, phone numbers, insurance info, and assess damage thoroughly. Do not blame or admit fault!
- ❖ Get witness information.
- ❖ Take pictures with disposable camera located in the College-owned vehicle.
- ❖ Immediately call Ithaca College Public Safety at 607-274-3333 and Risk Management at 607-274-3285.
- ❖ Immediately report accident to your supervisor.
- ❖ Upon your return, immediately give camera to the Risk Management Office and arrange a meeting with Public Safety to complete a College report

## **DRIVER INFORMATION FORM**

\*\*\*FACULTY & STAFF MUST COMPLETE ONCE EVERY TWO ACADEMIC YEARS - Sept. through Aug.\*\*\*

\*\*\*STUDENTS MUST COMPLETE ANNUALLY (once every 12 months & be 21 years old)\*\*\*

Please print legibly and submit to address at bottom of form.

Date: \_\_\_\_\_ Staff/Faculty/Student ID #: \_\_\_\_\_  
(9 digits located on ID card)

Name: \_\_\_\_\_  
(exactly as it appears on driver's license, including initials)      DATE OF BIRTH (required)

Home Address (as it appears on license): \_\_\_\_\_ Email Address: \_\_\_\_\_  
\_\_\_\_\_

Status:      Faculty       Staff/Administrative       Volunteer       Temporary   
(select one)  
Student       →      Expected Grad Date \_\_\_\_\_ (month & year)

Students: Have you attended a **mandatory** driver safety class? \_\_\_\_\_ \*\*\*If not, visit the Office of Risk Management, Job Hall 3, to register for an upcoming class.\*\*\*

**If the information below is identical to that which you have previously submitted, proceed to the signature/date at the bottom.**

Campus Phone #: \_\_\_\_\_ Home Phone # (local phone #, if a student): \_\_\_\_\_

Driver's License Information:

State: \_\_\_\_\_ License I.D. # (print clearly): \_\_\_\_\_

Expiration Date: \_\_\_\_\_ → (please update, if necessary)

Campus Department or Student Activity: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

I understand that this information is a requirement for driving privileges for Ithaca College owned or leased/rented vehicles. The final decision of whether or not I will drive such vehicle(s) rests solely with the College's insurance company's report, based on my driver record. **A minimum of 14 business days required to process form.**

I authorize the release of my driving record to the Office of Risk Management, Chubb Insurance Co. (College's insurance carrier), and Arthur J. Gallagher & Co. of NY, Inc. (College's broker).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please Return Completed Form to:  
Risk Management, Job Hall 3  
<http://www.ithaca.edu/riskmanagement>