



# Vehicle Policy

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Approved Fall 2018

## To Reserve a Vehicle

1. Must be a club in Good Standing
2. Drivers must pass a van test by the Transportation Manager or their designee.
  - a. To schedule an appointment for a van test, you must visit the SA website and fill out the corresponding forms. The transportation coordinator will email you to schedule an appointment after it is determined that you have met all requirements.
3. Drivers must be at least 21 years of age and hold a valid NYS Driver's License and fill out permanent driver form.
4. **Drivers will be subject to a DMV check.** SA performs this check through the NYS Lens Program. No potential driver will be allowed to drive other than for the vehicle test until the Lens report has been received and checked by the SA office (receiving the report may take up to a week). If a Lens report comes back with four (4) or more points on their license, driving privileges will not be given to that individual.
5. SA receives updates to the Lens reports any time a driver incurs changes. If at any point an update makes an approved driver ineligible their driving privileges will be revoked immediately. These reports are confidential and may only be viewed upon written request by the individual whose name is on the lens report.
6. Must have a PO Number before the reservation is made

## The Request

All Requests must be made at least fourteen (14) days in advance and no more than a semester in advance. Request, are to be submitted to the Transportation Coordinator via their mailbox in 350 Student Union. There are five request forms, 2 for vans, 2 for trucks and one for cargo vans. Van forms are broken down into 2 requests, one is within a 100 miles; the other is, outside 100 miles. The same is true for the truck requests. There is only one request form for the cargo vans

because they are not allowed outside the greater buffalo area. A FORM MUST BE FILLED OUT FOR EVERY VEHICLE YOU ARE REQUESTING EVEN IF IT IS FOR THE SAME TRIP. Example if you want 5 vans you need to fill out 5 van forms.

## The Form

1. Form must be filled out completely, Legibly, and correctly or it will be denied
2. A list of all students traveling in the vehicle must be filled out with their names, person number and their cell number (a person cannot be listed in multiple vehicles)
3. Proper documentation must be attached. This documentation must include proof of event, event time and location at the very least. **SA may at any time request more information or different documentation.**
4. All requests require that you attach a map / directions of where you are going and the estimated mileage for the trip.
  - a. Please note: Feel free to use resources on the internet such as google maps or any online travel planner to print out your map and other travel requirements.
5. You must include all locations that you will be traveling to.
  - a. Example: Your club is traveling to North Caroline and you are going to stay at Ted's house along the way. Ted's house is 50 miles off of the estimated directions. List that additional mileage to get to and from Ted's house and the reason for the extra mileage.
  - b. If you are staying at a hotel and must drive to a different location for your event estimate the distance and list the additional mileage and reasons
  - c. If you plan on driving to dinner or to see any sight list the estimated additional mileage and reasons
6. Form(s) must be turned in to Transportation Coordinator
7. Form(s) will go through the approval process
  - a. The Transportation Coordinator and SA E-Board approve all requests
  - b. Vehicles going outside a hundred miles are subject to approval by university officials in addition to the SA E-Board.
8. You will receive a notification by email for whether you have been approved or denied for the vehicle.

## Trucks and Cargo Vans

The trucks and cargo vans follow all of the above stated policies and procedures. To reserve either a truck or cargo van you must pass an additional vehicle test for the respective vehicle. If you do not pass you will not be eligible to reserve or drive trucks or cargo vans.

The trucks and cargo vans can only be reserved for specific purposes and are not available to all clubs for use unless the use falls within those purposes. The Cargo vans may only travel the greater buffalo area (roughly within 20 miles of the school). **Please contact the transportation coordinator with any specific cargo van questions.**

## Picking up a Truck or the Cargo Van

If you have been approved for a vehicle:

1. The driver(s) of the vehicle(s) must come to the SA Office, 350 SU, and speak to the Transportation Coordinator, Administrative Director, or Associate Administrative Director by 4:00pm and:
2. Sign out Vehicle
3. Pick up keys
4. Pick up a Vehicle Return Form
5. Check the vehicle to see if there are any problems let Transportation Coordinator, Administrative Director, or Associate Administrative Director know before you take the vehicle out of the parking lot
6. Make sure the gas tank is full. If it is not let the Transportation Coordinator, Administrative Director, or Associate Administrative Director know before you leave.
7. If you do not you will NOT be reimbursed for the first tank of gas.
8. All vehicles must be signed out using the correct procedure. If a vehicle is taken out without being signed out by the Transportation Coordinator, Administrative Director, or Associate Administrative Director the vehicle will be reported stolen and you may face criminal charges.

## Returning a Truck or Cargo Van

Before you return the Vehicle

1. Make sure your gas tank is full
  - a. If you don't fill the gas tank your club will be charged \$100

- b. Do not return the vehicle at the level of gas that you received it if it is not full. Your club will be charged \$100.
2. Check your vehicle for any scratches dents etc..
  - a. All Damage must be reported
3. Clean your vehicle
  - a. If vehicle is not clean your club will charged \$100
  - b. If a vehicle is returned with open Alcohol bottles/cans or smelling of Alcohol, your club will lose its vehicle privileges for the remainder of the year. (i.e. A van is returned in September smelling of beer. Your club will be charged the cost of cleaning the van until it is clean (no longer smells). You will also not be eligible to take an SA van out again until the next school year.)
4. Fill out vehicle return form completely
5. Vehicles must be parked in a SA spot in Jarvis Lot or there will be a \$100 charge.

Please Note: your club can incur up to \$1,000 in charges for incorrectly retuning vans.

## Returning the Vehicle

1. KEYS MUST BE TURNED IN BEFORE NOON ON THE DAY IT IS DUE TO BE RETURNED
  - a. There will be a charge of \$100 a day for any vehicle not turned in on time
2. Bring Vehicle Return Form and keys to office and turn into the Transportation Coordinator, Administrative Director, or Associate Administrative Director
  - a. If Vehicle Return Form is not filled out or returned with the Key there will be a \$100 charge.
3. Your vehicle will then be checked by the Transportation Coordinator or their designee
  - a. The cost of repairs for any damages a vehicle sustains while signed out to your club will come out of your budget. If we need to use our insurance because of an accident the club will be responsible for paying the insurance deductible.

**In case of an emergency** where you think you may arrive later than noon, please email Amanda Johnson (alj7@buffalo.edu)

## Other Penalties

1. If you lose the vehicle keys
  - a. Your club will be charged \$100 or the cost of replacement whichever one is greater.

2. Any traffic or parking tickets incurred are the responsibility of the driver. There will be \$100 charge per month for every month the driver who is responsible for getting the ticket paid does not do so.
  - a. Proof that the ticket has been paid must be brought to the SA office and kept on file.
3. The SA vehicles have the office phone number on the side of them. If we receive two or more reports of bad or dangerous driving your driver privileges will be suspended.
4. All mileage for any trip will be checked for reasonableness. Your club is responsible for accounting for all mileage placed on the vehicle. On the back of the Vehicle Return Form you will find places to enter information about your mileage usage. SA will allow for a reasonableness threshold of 10% of the total mileage used. Clubs who go over this threshold without approval or explanation your club will be charged a dollar for every mile traveled beyond the threshold.

## In Case of an Accident

You will find an envelope in the glove compartment of the vehicle that will have all the documents you need and the phone numbers to call in the event of an accident.

1. Call 911 immediately
2. Call SA Office
  - a. If on a weekend call Transportation Coordinator or an SA E-Board Member (Numbers will be listed on the front of the emergency envelope.)
3. Call AAA (If car is not drivable or needs repairs)
  - a. SA has AAA there will be a copy of it in the vehicle's glove compartment
  - b. Get information about where the vehicle is being taken.
4. Before you leave the accident scene get a police report
5. If the accident is found to be your fault your club will be charged the cost of the repairs and the driver will lose driving privileges. (IF YOU GET A POLICE REPORT)
6. Any club that gets into an accident and does not bring in a police report the entire club will lose vehicle privileges.

**Any accidents/or damage must be reported to SA IMMEDIATELY.**

**Any accident must also be reported to the police immediately.**

# **DO NOT LEAVE THE SCENE OF AN ACCIDENT UNTIL THE POLICE HAVE GIVEN YOU A POLICE REPORT!!!!**

## In Case of Breakdown

If your vehicle has broken down call AAA

1. SA has AAA there will be a copy of it in the vehicle's glove compartment inside the emergency envelope
2. Call the SA Office
  - a. If weekend Call Transportation Coordinator or a SA E-Board Member
  - b. The phone numbers can be found on the outside of the emergency envelope

## Vans

SA does not own its own van fleet. We do however have 8 vans on permanent rental from Enterprise for club use. Because we do not own the vehicles clubs must go to the enterprise location to pick them up.

## Picking up a Van

Due to the fact that SA does not own the vehicles clubs must go to the enterprise location to pick them up. We also need to schedule the pickup times. The following is the procedure for picking up an Enterprise van.

1. When you receive the email stating your club is approved you will also have to sign up for a van pick up time.
2. The Enterprise where our rentals are kept is not staffed all day. You MUST sign up for a pick up time or you will not be able to pick up the vehicle.
3. If for any reason you must change your pick up time you must inform the Transportation Coordinator immediately.
4. When you get to Enterprise at the predetermined time you will work with the Enterprise agent to sign out the van.
5. The Enterprise agent will give you a vehicle return form

## How to get to Enterprise

1. You can either drive yourself and leave your vehicle at enterprise
2. Drive with a friend and take both the vehicle and the van or

3. Get a ride from the transportation manager.

## Returning the Van

### Before you return the Vehicle

1. Make sure your gas tank is full
  - a. If you don't fill the gas tank your club will be charged \$100
  - b. Do not return the vehicle at the level of gas that you received it if it is not full. Your club will be charged \$100.
2. Check your vehicle for any scratches dents etc...
  - a. All Damage must be reported
3. Clean your vehicle
  - a. If vehicle is not clean your club will charged \$100
  - b. If a vehicle is returned with open Alcohol bottles/cans or smelling of Alcohol, your club will lose its vehicle privileges for the remainder of the year. i.e. A van is returned in September smelling of beer. Your club will be charged the cost of cleaning the van until it is clean (no longer smells). You will also not be eligible to take an SA van out again until the next school year.
4. Fill out vehicle return form completely

### Returning the Van

1. **KEYS MUST BE TURNED IN BEFORE NOON ON THE DAY IT IS DUE TO BE RETURNED**
  - a. There will be a charge of \$100 a day for any vehicle not turned in on time
2. Vans must be returned to the Enterprise where they were pick up.
3. Vehicle Return Forms must be returned to the SA office and turn into the Transportation Coordinator, Administrative Director, or Associate Administrative Director.

### Other Penalties

1. If Vehicle Return form is not filled out or returned with the Key there will be a \$100 charge.
2. Your vehicle will be check an Enterprise Agent who will report to SA the status of the van.
  - a. The cost of repairs for any damages a vehicle sustains while signed out to your club will come out of your budget.
3. If you lose the vehicle keys
  - a. Your club will be charged \$100 or the cost of replacement whichever one is greater.

4. Any traffic or parking tickets incurred are the responsibility of the driver. There will be \$100 charge per month for every month the driver who is responsible for getting the ticket paid does not do so.
  - a. Proof that the ticket has been paid must be brought to the SA office and kept on file.

## In Case of an Accident

You will find an envelope in the glove compartment of the vehicle that will have all the documents you need and the phone numbers to call in the event of an accident.

1. Call 911 immediately
2. Call SA Office a. If a weekend call Transportation Coordinator or an SA E-Board Member (Numbers will be listed on the front of the emergency envelope.)
3. Call Enterprise Rent A Car
  - a. If it is during business hours call the Enterprise Branch listed on the envelope
  - b. If it is after business hours call 1-800-Rent-A- Car for help
  - c. Enterprise will walk you through the steps you need to take
4. Before you leave the accident scene get a police report
  - a. If the accident is found to be your fault your club will be charged the cost of the repairs and the driver will lose driving privileges. (IF YOU GET A POLICE REPORT)
  - b. Any club that gets into an accident and does not bring in a police report the entire club will lose vehicle privileges.

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