



# Use of Cornell Vehicles

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## **POLICY STATEMENT**

Cornell University vehicles are available under certain circumstances for use in support of the university's mission of education, research, and community service.

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## **REASON FOR POLICY**

The proper utilization of university vehicles minimizes university transportation costs and liability, and helps ensure the safeguarding of university personnel and resources. This policy seeks to provide for the safe operation of motor vehicles as well as their appropriate stewardship.

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## **ENTITIES AFFECTED BY THIS POLICY**

All units of the university, including Weill Cornell Medicine

## Policy 3.4 Use of Cornell Vehicles

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## Policy 3.4 Use of Cornell Vehicles

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### WHO SHOULD READ THIS POLICY

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- Deans, directors, and department heads
- Department or unit vehicle representatives
- Prospective or authorized drivers of university owned, university leased, or university rented vehicles
- University administrators

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### RELATED DOCUMENTS

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<b>University Policies</b>	<b>Other Documents</b>
<a href="#">University Policy 3.2, Travel Expenses</a>	Policy for the Use of Contract College Vehicles
<a href="#">University Policy 3.2.1, Travel, WCMC-NYC</a>	

## Policy 3.4 Use of Cornell Vehicles

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### CONTACTS

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Direct any general questions about this policy to your department's administrative office. If you have questions on the specific subjects, call the following offices:

Subject	Contact	Telephone
Accidents	Risk Management and Insurance	(607) 254-1575
	Gallagher Bassett of NY, Inc.	(607) 255-6711 or (800) 635-1550
	Local Police Department	
	Contract College Fleet Supervisor	(607) 255-3247
New York State Traffic Laws	Cornell Police Department	(607) 255-1111
Policy Clarifications and Exceptions, Geneva Experiment Station Vehicles	Assistant to the Director, Geneva Experiment Station	(315) 787-2201
Policy Clarifications and Exceptions, Medical College Vehicles	Medical College Office of Risk Management	(212) 746-6180
Policy Clarifications and Exceptions, Contract College Fleet Vehicles	Contract College Fleet Supervisor	(607) 255-3247
Policy Clarification and Exceptions, all others	Risk Management and Insurance	(607) 254-1575

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### DEFINITIONS

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These definitions apply to these terms as used in this policy.

<b>Authorized Driver</b>	A member of the Cornell community who has been authorized by an operating unit to drive one of its vehicles for university related business.
<b>Cornell Vehicle (University Vehicle)</b>	A motor vehicle owned or leased by Cornell University. For rental vehicle regulations, see the university's Endowed, Medical College, and contract college Travel policies.
<b>Department or Unit Vehicle Representative</b>	An individual with responsibility for tracking vehicle use and maintaining vehicle records.
<b>Gallagher Bassett of NY, Inc.</b>	Cornell University's third-party claims adjuster.
<b>Off-Road Driving</b>	Operating a university vehicle on dirt or gravel surfaces, field paths, or other byways that are not typically paved with macadam or properly maintained.

## Policy 3.4 Use of Cornell Vehicles

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### PROCEDURES

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#### Introduction

This policy applies to the use of all university vehicles that are controlled by departments and units within the university community, including those units that have already established procedures for the proper accounting of vehicles (e. g., the contract college Fleet Department's vehicle tracking system). The following procedures are considered to be minimum standards for university vehicle use; departments and units may develop more restrictive procedures.

#### Proper Vehicle Use: The Driver's Obligations

The following conditions apply to all drivers who use university vehicles. Drivers should read these obligations carefully before operating a university vehicle.

◆**Caution:** The driver of the vehicle has ultimate responsibility for seeking and possessing information about driving safety and road regulations.

The driver must:

1. Have a valid driver's license.
2. Register as a university driver by filling out a Driving History Questionnaire (see "*Forms*") for insurance purposes. Return completed form to the contract college Fleet Supervisor, your department vehicle representative, the Assistant to the Director of the Geneva Experiment Station, or the Medical College Office of Risk Management.
3. Notify supervisor of any change in license status.
4. Use university vehicles for official university business only.
5. Complete the department log for off-campus trips, recording number of miles driven and business purpose.
6. Wear seat belts when driving or occupying a university vehicle.
7. Operate a university vehicle in accordance with university regulations and applicable state laws.
8. Assume responsibility for all fines or traffic violations associated with your use of a university vehicle.
9. Never drive while under the influence of drugs or alcohol.
10. Never transport passengers such as hitchhikers, family members, or friends for unauthorized use.

## Policy 3.4 Use of Cornell Vehicles

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### **PROCEDURES, *CONTINUED***

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◆**Caution:** Unauthorized usage exposes the university to great risk, especially in the event of an accident.

11. Turn the vehicle ignition off, remove the keys, and lock the vehicle when you leave it unattended.
12. Never drive the vehicle at speeds that are inappropriate for road conditions.
13. Never drive the vehicle "off-road" unless an exception has been granted.
14. Report all accidents.
15. Smoking is prohibited in the vehicle.
16. Never use a cellular telephone while driving, unless hands-free technology is utilized, and never send or read text messages while driving.

### **Reporting of Accidents and Damage**

Immediately report any accidents or damage you incur while operating a university vehicle to the local police department, Risk Management and Insurance, Gallagher Bassett of NY, Inc. (only if after normal business hours and if Risk Management and Insurance cannot be reached), your supervisor, and your department or unit vehicle representative.

When you have been in an accident, you must:

1. Get immediate medical aid if you are injured.
2. Keep calm and don't argue. Arguing can result in a lawsuit.
3. Make no statements concerning guilt or fault.
4. Never agree to make payments for the accident.
5. Notify the police; a police report may be necessary for some insurance claims.
6. Discuss the accident only with police officers, representatives of Gallagher Bassett of NY, Inc. (the university's third-party claims adjuster), or a university official.
7. Record as much information as you can on all other parties to the accident. This information may include their insurance company, their name, license number, plate number, make, model, and year of car, how accident happened, witnesses (with addresses and phone numbers).

## Policy 3.4 Use of Cornell Vehicles

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### PROCEDURES, *CONTINUED*

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8. Fill out a Vehicle Accident Report (see "*Forms*") and forward it to Risk Management and Insurance as soon as possible.
9. Refer all questions from lawyers, the other party to the accident, and others to Risk Management and Insurance.

#### **Proper Vehicle Use: The Department's or Unit's Obligations**

Each department or unit that controls a university vehicle(s) must establish a reliable system for tracking departmental vehicle use, and utilize a Vehicle Use Authorization Request Form (see "*Forms*") or a form with a similar function. The Vehicle Representative Appointment Form (see "*Forms*") must designate one individual to have complete responsibility for the vehicles.

That individual must:

1. Be certain that the proper forms are filled out when a vehicle is used. Provide a vehicle log and require users to complete information on mileage driven and business purpose of off-campus trips.
2. Maintain and update annually a database containing all potential drivers.
3. Allow only drivers with valid licenses to operate vehicles.

◆**Caution:** A department or vehicle representative must ask a driver to present his or her valid driver's license before allowing vehicle use.

4. Allow only authorized individuals to drive university vehicles.

◆**Caution:** Policy exceptions for student use will be made through Risk Management and Insurance, Assistant to the Director, Geneva Experiment Station, the contract college Fleet Supervisor, and the Medical College Office of Risk Management. Exceptions will be made if they further the university's mission.

5. Institute a regular review of all maintenance and service records to assure their appropriateness and to schedule regular routine maintenance, including inspections and registrations (see "*Forms*"). These reviews must be semiannual or every 5,000 miles, whichever comes first. Departments with more stringent maintenance requirements, such as the contract college Fleet Department, are not required to complete this form.

## Policy 3.4 Use of Cornell Vehicles

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### **PROCEDURES, *CONTINUED***

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6. Facilitate the dissemination of information regarding driving rules and regulations, safe driving practices, and hazards of the road.  
  
    ◆**Caution:** The driver of the vehicle has ultimate responsibility for seeking and possessing information about driving safety and road regulations.
7. When requested, assist Risk Management and Insurance in any accident investigation or information gathering activity.
8. Send completed Driving History Questionnaires (see "*Forms*") to Risk Management and Insurance.



## Policy 3.4 Use of Cornell Vehicles

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### RESPONSIBILITIES

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The major responsibilities each party has in connection with this policy are as follows:

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<b>You (The Driver)</b>	Read and understand the Use of Cornell Vehicles Policy. Comply with its provisions. Operate your department's vehicle lawfully and safely. Report any accident as soon as possible, (within a maximum of 24 hours) to all of the following, in this order: <ol style="list-style-type: none"><li>1. The local police agency</li><li>2. Risk Management and Insurance</li><li>3. Gallagher Bassett of NY, Inc. (only if after normal university business hours, and if Risk Management and Insurance cannot be reached)</li><li>4. Your supervisor</li><li>5. Contract college Fleet Supervisor (only for contract college Fleet Vehicles)</li></ol>
<b>Department or Unit</b>	Appoint one employee to be responsible for departmental vehicles. Forward Driving History Questionnaires to Risk Management and Insurance. Establish and sustain a system for maintenance of university vehicles, according to the minimum standards set by this document.
<b>University</b>	Make vehicles available for use by university employees in support of the university's mission of education, research, and outreach.

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## Policy 3.4 Use of Cornell Vehicles

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### FORMS

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To properly use a university vehicle, you must complete a variety of forms.

**Table 1**  
*Forms*

<b>Form</b>	<b>Use</b>
<a href="#">Driving History Questionnaire</a>	To ensure and document driver qualifications.
<a href="#">Vehicle Representative Appointment</a>	To designate and authorize a department or unit vehicle representative.
<a href="#">Safety Service Inspection</a>	To periodically document condition and usability of vehicle.
<a href="#">Vehicle Accident Report</a>	To document the details of an accident.
<a href="#">Vehicle Use Authorization Request</a>	To request the use of a university vehicle; to document the date, time, and vehicle mileage reading upon pick-up and return of university vehicle.

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