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Policy  
for  
**Vehicle Use**

REVISION

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2	DCN2780	Bringing document up-to-date.	9-6-23	C. Treacy	J. Melino

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## 1. PURPOSE AND SCOPE

- 1.1 The purpose of this document is to inform all employees of [the Policy for Vehicle use at NY CREATES' Albany NanoTech Complex](#).
- 1.2 This policy applies to all employees of NY CREATES; the College of Nanotechnology, Science, and Engineering (CNSE) at the University at Albany, SUNY; Fuller Road Management Corporation (FRMC); and the Research Foundation of the State of New York (RF) at the Albany NanoTech Complex.

## 2. DEFINITIONS

- 2.1 **CNSE** – College of Nanotechnology, Science, and Engineering at the University at Albany, SUNY
- 2.2 **FRMC** – Fuller Road Management Corporation
- 2.3 **RF** – Research Foundation of the State University of New York
- 2.4 **UAlbany** – University at Albany, SUNY
- 2.5 **Vehicle** – Any motorized passenger vehicle owned or operated (i.e., leased) by NY CREATES / CNSE / FRMC / RF.
- 2.6 **Vehicle Owner** – Person assigned responsibility for the maintenance and upkeep of a vehicle.
- 2.7 **Vehicle Operator** – NY CREATES, CNSE, or RF employee with valid NYS driver's license authorized to operate a NY CREATES / CNSE / FRMC / RF vehicle.

## 3. RESPONSIBILITIES

Compliance with this procedure is the responsibility of vehicle operators of CNSE, FRMC, and RF vehicles.

## 4. ASSOCIATED DOCUMENTS

CFM-00007-F1 – Vehicle Log

## 5. PROCEDURE

### 5.1 Requirements for Vehicle Use

- Drivers must have a valid NYS driver's license.
- The class of license must be applicable to the vehicle driven (i.e., Commercial Driver's License (CDL), where required).
- Follow all state and local traffic laws and regulations.
- Seat belts must be worn by both drivers and passengers.
- No smoking is allowed in vehicles.
- Remove any trash or debris from vehicle after use.

### 5.2 Procedure for Use

- 1) Get permission from vehicle owner.
- 2) Schedule use ahead of time.
- 3) Notify your supervisor before leaving the [NY CREATES](#) site.
- 4) Vehicle operators must complete the Vehicle Log (**CFM-00007-F1**) located in the vehicle to record driver's name, date, time left, time returned, destination, beginning and ending mileage (odometer readings). In addition, the inspection column must be initialed after a review of the current conditions of the vehicle.
- 5) Vehicles are refueled at the [UAlbany](#) Grounds Building.
- 6) Notify the vehicle owner:
  - When the vehicle is returned
  - Where the vehicle is located
  - Any problems or concerns with the vehicle
- 7) Report mechanical problems with vehicle owner (e.g., poor performance, lights out, etc.).
- 8) Report any physical damage to the vehicle owner (e.g., dents or other physical damage) immediately.

- 9) If involved in an accident, contact your supervisor and the University Police Department (or local law enforcement) immediately.

## **6. RECORDS**

Vehicle Logs will be kept on file by Facilities for a period of three (3) years.

## **7. VIOLATION**

Any employee who violates this policy may lose the ability to operate **NY CREATES**, CNSE, FRMC, and RF vehicles.

## **8. APPENDIX**

8.1 **APPENDIX A** – Vehicle Log Form (**CFM-00007-F1**) Sample

8.2 **APPENDIX B** – List of Vehicles and Owners

## APPENDIX A – VEHICLE LOG FORM (CFM-00007-F1) SAMPLE

<b>Make:</b>	<b>Model:</b>	<b>Year:</b>	<b>Page</b> _____ <b>of</b> _____
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Date	Driver/Passenger	Visual Insp. Performed	Time Left	Time Returned	Start Mileage	End Mileage	Destination

**APPENDIX B  
LIST OF VEHICLES AND OWNERS**

Vehicles				Owners
Year	Make	Model	VIN #	
1998	FRMC Chevy	2500 SERIES PICKUP	1GCGK24R7WZ268237	Joe Merrigan
2005	DODGE RAM	2500 SERIES PICKUP	3D7KS26D35G732656	Joe Merrigan