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Policy
for
Vehicle Use

REVISION

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1. PURPOSE AND SCOPE

The purpose of this document is to inform all employees of the Policy for Vehicle use at NY CREATES' Albany NanoTech Complex.

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 & ACRONYMS

2.1 **FRMC** – Fuller Road Management Corporation

2.2 **RF** – Research Foundation of the State University of New York

2.3 **UAlbany** – University at Albany, SUNY

2.4 **Vehicle** – Any motorized passenger vehicle owned or operated (i.e., leased) by NY CREATES / CNSE / FRMC / RF.

2.5 **Vehicle Owner** – Person assigned responsibility for the maintenance and upkeep of a vehicle.

2.6 **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, and 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 B
LIST OF VEHICLES AND OWNERS**

Vehicles				Owners
Year	Make	Model	VIN #	
2024	Ford	250 Ford Pickup	1FTBF2BA5REC51976	FRMC