

SARAH
LAWRENCE
COLLEGE

Fleet Program



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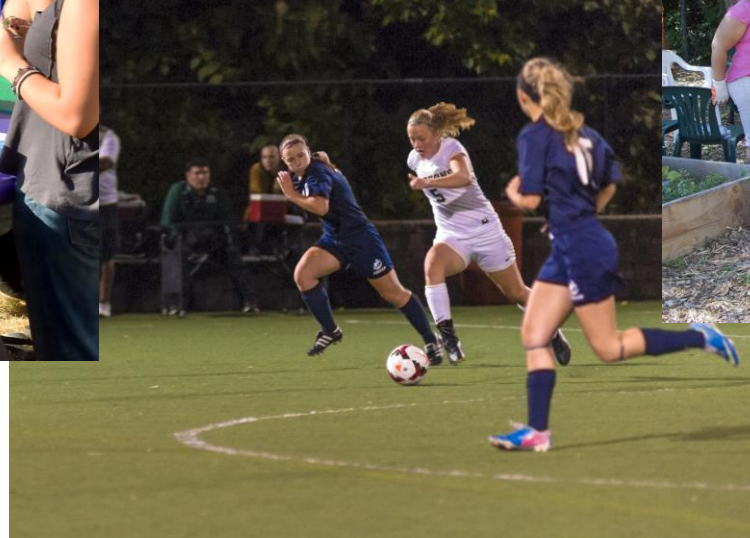
Introduction



Sarah Lawrence College Campus Fleet

The College maintains a limited number of passenger vans for College-sponsored activities, class trips, community partnership programs and athletic events.

Additionally, the College supports a fleet for Campus Safety, Maintenance and Shuttles.





Van Reservations Guidelines

Who can reserve a van:

To ensure that each trip is valid, a faculty/staff member must submit a van request online via the Events Management System (EMS).

Faculty and staff members can log onto EMS at ems.slc.edu/EMSWebapp with their MySLC credentials.

New users will be prompted to complete a short form in order to gain access.

On occasion, with prior approval, a student employee/ teacher's assistant may receive EMS credentials.





Van Reservations Guidelines

Reservation Policies

- ❖ It is strongly recommended that vans be reserved at least a week in advance.
- ❖ The 15-passenger vans accommodate 14 passengers and a driver, while a minivan accommodates 6 passengers and a driver.
- ❖ Vans traveling more than an hour's distance or overnight from the Bronxville campus must have a faculty or staff member in the van as either a passenger or registered driver.
- ❖ Vans may only travel a maximum of 500 miles from campus.
- ❖ No driver may drive more than five consecutive hours.
- ❖ On trips where the driving time exceeds five hours, there must be two registered drivers.
- ❖ Scheduled van trips may be canceled by the College due to weather conditions or public safety emergencies. The Director of Campus Safety or Assistant Vice President of Campus Operations will hear requests for exceptions to this policy.



Van Reservations Guidelines



Event Management System (EMS) Instructions

- ❖ Locate the “Reservations” tab.
- ❖ Select the date, time and number of people in attendance for your reservation. You will then be shown vehicle availability. Please note each vehicle’s occupancy capacity is indicated by the van number.
- ❖ Select any available vehicle by clicking the green “+” icon to add the vehicle to your reservation. You may select up to three vehicles for your reservation. (Trips that require more than three vehicles must receive approval by Campus Operations.)
- ❖ After selecting your vehicle(s) click “Continue” to provide additional information about your trip and finalize your request.
- ❖ After submitting your request, you will receive an email from Campus Operations indicating that your reservation has been confirmed.



Van Reservations Guidelines

Finding a Van Driver

- ❖ The group requesting the van is responsible for driving the van or for finding an authorized student driver.
- ❖ Start with the class or organization; check to see if there is an authorized driver among the students intending to go on the trip. If not, e-mail the Van Coordinator at vancoordinator@sarahlawrence.edu at least one week prior to the scheduled trip.
- ❖ The coordinator will make every effort to help locate a driver, and is generally successful, but no guarantees can be made. Van reservations are unconfirmed until an authorized driver has been found.
- ❖ Student van drivers will be paid for their work, with the exception of student volunteers or members of an athletic team who donate their services. The cost will be charged to the sponsoring program, department, or organization.
- ❖ Participants in the trip will be paid for their time driving; other drivers, if they remain on site will be paid for that time as well. All van drivers that remain on site must stay within ten minutes of the trip's location.



Van Reservations Guidelines

Directions, tolls and parking

- ❖ **Directions**-The sponsor must also ensure that the driver has directions both to and from the event/site.
- ❖ **Tolls**-All student vehicles have an E-Z pass mounted to the license plate.
- ❖ **Parking fees**-If the trip involves parking fees the sponsor of the trip is responsible for securing parking ahead of time or obtaining money from the Controller's Office to provide to the van driver. The driver must remember to obtain receipts and submit them, along with any remaining cash.
- ❖ **Parking/ New York City**- ALL trips to New York City, the driver must either stay with the van at all times or leave vehicle in a parking facility; a van may not be parked on the street unless the driver stays with the van. **Any tickets incurred while parking are the responsibility of the driver.** The driver must notify Operations operations@sarahlawrence.edu of the infraction.
- ❖ **Parking/SLC Campus**-Once back on campus you must back into parking spot in Kober Lot.



Van Driver Eligibility

Eligibility

- College community members, including students, faculty and staff can apply to be a van driver.
- In order to become a van driver you must meet the **established criteria**, take a road test and submit your motor vehicle records.
- **Established criteria**
 - Be at least 19 years old
 - Have a valid US license
 - Driving for a minimum of two years with a full valid license (permit and junior license not included)



Van Driver Eligibility

Road Test

- In order to become a van driver you must meet the established criteria, **take a road test** and submit your motor vehicle records.
- Applicants may schedule their road test through the online portal [calendly](#).
- Prior to taking a road test the applicant will need to fill out an affidavit regarding their driving record, and submit/take a copy of their license to be entered into their driver file.
- The road test will be conducted on a 15-passenger van and administered by a Campus Safety officer. If you prefer only drive minivans, you must specify this prior to the exam. ** Please note, if you are certified on the 15-passenger van you are eligible to drive the minivan, however, if you test on the minivan you will not be permitted to drive the larger vehicles.*
- *Please arrive 10-15 minutes early to complete necessary paperwork.*



Van Driver Eligibility

Motor Vehicle Records (MVR)

- In order to become a van driver you must meet the established criteria, take a road test and submit your **motor vehicle records**.

Motor Vehicle Report (MVR)

- After you passed your road test you will receive an email from screeningONE, the College's vendor for complaint MVR checks.
- This report can take 2-3 days to process so we recommend that once the applicant receives the link, they fill it out immediately in order to prevent a delay in the process.
- Details related to the MVR release form can be found in the subsequent pages. *You do not need to submit in advance.*



Van Driver Eligibility

Motor Vehicle Records (MVR) -Release and Authorization

- ✓ A background check is not only for the benefit of Sarah Lawrence College, a sound business practice, but also for the benefit of all employees. It is no reflection on an applicant. I have read, understand, and signed the separate Disclosure concerning my rights.
- ✓ I may review or obtain a copy of my report as provided by law, screeningONE may be contacted by writing to: screeningONE, Inc., 1860 N. Avenida Republica de Cuba, Tampa, FL 33605
- ✓ I authorize and release people, companies, references, current and former employers, schools, credit bureaus, municipal, county, state, and federal agencies and courts, and agencies that provide motor vehicle records, to provide all information that is requested to Sarah Lawrence College or screeningONE.
- ✓ I further release all of the above, including Sarah Lawrence and screeningONE, to the full extent permitted by law, from any liability or claims arising from retrieving and reporting information concerning me.
- ✓ I understand that Sarah Lawrence College will conduct an annual review of my motor vehicle driving record.
- ✓ I agree to notify the Sarah Lawrence College Director of Campus Operations and Auxiliary Services in writing immediately, if any changes occur on my motor vehicle record. This includes suspension of license, all moving violations, and accidents. Failure to notify the Director of Campus Operations and Auxiliary Services may result in suspension or termination of employment.
- ✓ I understand that authorization status is contingent on following Sarah Lawrence College van policies. At any point during my employment the Director Campus Operations and Auxiliary Services may suspend or take away my college employment driving privileges.
- ✓ I understand that I will be subject to re-testing upon the request of Sarah Lawrence College officials.
- ✓ I agree to provide an updated copy of my license to Sarah Lawrence College in the event of expiration and/or change of address.
- ✓ I agree that a copy or fax of this document shall be as valid as the original.



Van Driver Eligibility

Motor Vehicle Records (MVR) -Disclosure

- For the benefit of Sarah Lawrence College and employees, Sarah Lawrence College has a policy of performing pre-employment background screening on job applicants as a condition of employment.
- This policy is **a business practice that protects everyone by helping to promote a safe and profitable workplace**. All pre-employment inquiries are limited to information that affects job performance and the workplace. It is conducted in accordance with applicable federal and state laws, including the Fair Credit Reporting Act (FCRA). The screening will be conducted by screeningONE, Inc., an outside agency. Sarah Lawrence College may obtain a consumer credit report and/or an investigative consumer report on you as an applicant or during the course of employment.
- The report consists of information deemed to have a bearing on job performance, and may include information from public and private sources, public records, former employers, and references. The scope of the report may include information concerning driving record, civil and criminal court records, credit, worker's compensation records, education, credentials, identity, past addresses, social security number, previous employment and personal references.



Van Driver Eligibility

Motor Vehicle Records (MVR) -Disclosure

- In using a report for employment purposes, before taking any adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the consumer to whom the report relates a copy of the report and a description in writing of the rights of the consumer under the title, as prescribed by the Federal Trade Commission section 609(c)(3).
- California Provisions: In California, any report concerning a consumer's character, general reputation, personal characteristics or mode of living is defined as an Investigative Consumer Report. In addition to your rights under federal law, you have the following additional rights: You have the right to inspect screeningONE's files during normal business hours and on reasonable notice; the inspection may be in person, by certified mail, or by telephone if the individual shows proper identification and pays for any copying charges; the applicant may be accompanied by one other person who must show proper identification; and trained screeningONE personnel will explain any of the information in the report and will provide written explanation for any coded information.



Van Driver Eligibility

Evaluation Process

- The van test application, as well as the motor vehicle report will be evaluated in accordance with the College's established guidelines.
- The establish guidelines correlate with a point system. Years of driving, moving violations, fault accidents and convictions within the last 3 years will correspond with an assigned point. *This system does not coincide with DMV violation points*
- Driver evaluation score of more than 6 could result in the inability to drive a College vehicle. For applicants with points of 5-6, serious consideration will be given to their eligibility to drive college vehicles.
- Taking a defensive driving class within the last 3 years will deduct 2 points from the College's score.
- For individuals with a license suspension or revocation the employee will be unable to drive until their license becomes valid. Each reason for suspension/revocation will be looked at on a case by case basis by the Director of Operations and Auxiliary Services.
- Final decisions for driving eligibility will rest with the Director of Campus Operations and Auxiliary Services. When necessary respective College stakeholders will participate in the assessment process.



Van Driver Eligibility

Evaluation Process

- Once reviewed, applicants will receive email communication of their van driving status within 1 week of submitting all necessary documentation.
- The college routinely conducts annual reviews of driving records in order to evaluate insurability of all drivers of college vehicles. This information will be kept confidential and released only to those College representatives charged with overseeing the College's insurance and employment policies.
- If you have any questions regarding the process, or which steps you have left to complete, please feel free to reach out to operations@sarahlawrence.edu.



Van Drivers Authorization

Certification

- ❖ Your van authorization is valid for **two** years. You will be notified of your expiration date and provided a reminder to schedule a van test.
- ❖ Sarah Lawrence College routinely conducts annual reviews of driving records in order to evaluate insurability of all drivers of college vehicles.
- ❖ During your employment as a van driver you may be subjected to additional MVR screenings, re-testing or requested to complete a defensive driving course.



Van Drivers Authorization

Infractions

- ❖ All drivers must immediately notify the Director of Campus Operations & Auxiliary Services in writing (operations@sarahlawrence.edu), if any changes occur with their motor vehicle record. **This includes suspension of license, all moving violations, and accidents. *Failure to notify the Director of Campus Operations and Auxiliary Services may result in suspension or termination of employment.***
- ❖ Please remember your authorization status is contingent to the van policies. At any point during your two year period the Director of Campus Operations and Auxiliary Services may suspend or take away your van driving privileges.



Van Drivers Authorization

Van Driver Agreement

All new drivers must read and submit the *Van Driver Agreement* form.

Sample Below:

- ✓ I certify that I passed my road test.
- ✓ I certify that I received an van approval email from a College official.
- ✓ I agree to immediately notify the Director of Campus Operations & Auxiliary Services in writing (operations@sarahlawrence.edu), if any changes occur with my motor vehicle record. This includes suspension of license, all moving violations, and accidents.
- ✓ I certify that I will NOT operate College vehicles for personal use.
- ✓ I certify that I will not operate a College vehicle while under the influence of alcohol or impaired by drugs. I certify that I read and understood the [Van Driver Policies](#)



Van Drivers Emergencies and Important Rules & Regulations

Emergencies & Accidents

In the event of an emergency or accident, contact the appropriate local authorities then contact Campus Operations at (914) 395-2385 or the Campus Safety Desk (after hours) at (914) 395-2209. Always be truthful, but never admit fault for an accident at the scene of an accident. You may think you were at fault, but in regards to the NYS Vehicle and Traffic Law you may not be at fault.

In the event of an accident please follow the steps below:

Stay on the Scene -whether the accident involves a pedestrian, a moving car, a parked car or someone's property.

Call the Police- Call 911 as soon as possible. If you hit a parked car, or other object like a traffic device, you must inform the owner. Leave a note with your name, address, license plate number and insurance information and report the accident to local police.

Contact Campus Safety- 914-395-2209/914-395-2222. All accidents MUST be reported to the Director of Campus Operations jmelendez@sarahlawrence.edu.

Exchange information-License, insurance, registration, contact information. Provide the College's insurance/registration located in van pouch. Provide Campus Operations' phone number-914-395-2385. If possible, take photos at scene.



Van Drivers Emergencies and Important Rules & Regulations

Emergencies & Accidents

In the event of an accident please follow the steps below:

Liability: Automobile accidents can be caused by a variety of factors, including driver negligence, defective vehicle components, poorly maintained roads, or badly installed parts. It's also important not to volunteer any information about who was to blame for the accident.

Anything you say to the police or the other driver can be used against you later. Generally, you should not agree to pay for damages or sign any documents except a traffic ticket. Most important tip: *a/ways* cooperate with the police officer investigating the case.

Suspension: All driving privileges are suspended until the accident is reviewed by the Director of Campus Operations and Auxiliary Services.



Van Drivers Emergencies and Important Rules & Regulations

Important Rules & Regulations

Under no circumstance is a driver to operate a vehicle under the influence of alcohol or illegal substance.

Please review New York state policy on using mobile phones while operating a vehicle.

- talking on a handheld mobile telephone
- composing, sending, reading, accessing, browsing, transmitting, saving, or retrieving electronic data such as e-mail, text messages, or webpages
- viewing, taking, or transmitting images
- playing games



Vehicle Sign out and Inspection

Signing out van keys

- For trips between the hours of 8:30 a.m. and 4:30 p.m. you can pick up and return keys at Campus Operations in Andrews House (Purple Door). When the office is closed, you may pick-up and return the keys at the Campus Safety Desk located at Swinford Annex.
- When you pick-up the keys, you will receive a pouch with the key, vehicle registration, insurance card and garbage bag.
- If available, keys may be released 20 minutes prior to a trip and must be returned at the original time requested. In the event of **extenuating circumstances** that require your trip to run longer than the scheduled time, you are expected to contact Campus Operations at (914) 395-2385 or Campus Safety Desk (after hours) at (914) 395-2209.
- The vans run on a prompt schedule and any late return of keys will impact other reservations.
- You will be required to print your name and scan your Sarah Lawrence College 1card upon signing in and out the van.
- You cannot sign out a van for another driver. You are responsible for the van/ keys the moment you sign it out.
- If you are returning a van key for another driver you **MUST** print their name and yours.



Vehicle Sign out and Inspection

Inspection

Inspect your vehicle- Before and after your trip do a visual inspection of the exterior and interior of your vehicle. Look for any new damage or missing/damaged equipment. If you find something that makes it unsafe for you to drive please report it to Operations (914-395-2385) or Campus Safety (914-395-2209) if we are closed. Please do **not** drive if you find the vehicle unsafe for you or the passengers.

Trash-Make sure there is no trash left inside the van, remind your passengers to please clean up after themselves. Additional garbage bags are available at Campus Operations to take on your trip. Please encourage your riders to remove their garbage when they exit the van; **you are responsible for ensuring that the van is free of any garbage at the conclusion of the trip.**



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Gas-Vehicles are gassed on campus. **Always check your gas tank prior to leaving for your trip and upon returning the vehicle.** If the fuel gauge is below a quarter of a tank, contact Campus Safety (914-395-2209) to meet you at the gas pump (located in North Lot) to fill the tank prior to checking the keys back in



Vehicle Maintenance and Specs

Maintenance and Specifications

Maintenance

ALL vehicles receive regular inspections from Campus Safety personnel for new damages and/or missing equipment. **However, it is always the responsibility of the driver to report any concerns.**

Student vehicles are taken to the College's preferred mechanic vendor and receive a 24 point inspection.

Vehicle Capacity

15 Passenger- 14 passengers and the driver

7 Passenger-6 passengers and the driver

Vehicle Height

15 Passenger- 79.3 inches

7 Passenger-67.9 inches



Student Drivers

Distribution List

Distribution list- Student Drivers

- Approved student drivers will now be added to a distribution list which will allow them to receive emails from the van coordinator. The van coordinator will post open jobs that need to be filled.
- For any postings a driver want they can email the van coordinator at vancoordinator@sarahlawrence.edu.
- It is imperative that you show up the job you request to work. Faculty and students depend on the van drivers; if the driver is not present that leaves the group with no means of transportation. **If for any reason you can no longer drive for a particular job you must contact the van coordinator and faculty/staff member immediately.**



Student Drivers

Payment

- The department you are driving for is responsible for providing payment and parking garage fees.
- If driving for a student group, the organization will have a fund to provide payment.
- A staff or faculty member in the department or sponsoring organization will approve and sign your time sheet.
- Keep track of your hours and complete your [Bi-weekly Timesheet](#)
- Complete your [Student Payroll Contract](#) and email a signed copy to csandoval@sarahlawrence.edu. Your contract is signed with Operations. **You only have to complete a new contract if the trip's organizer is offering you compensation other than your hourly rate.**
- If a part of class trip, organization or sports team you may volunteer your services. In some cases (I.E class trips) you may be paid for driving time only. Please speak with the staff/faculty member of payment terms prior to trip.
- Pay rate increase .25 annually. This only applies for active drivers (*I.E if you are abroad for the year, you are not considered an active driver*).



Campus Shuttles

Campus Shuttles

- Campus Safety operates a shuttle on a continuous loop to help students get to various places on campus as well as to the Bronxville Metro North train station.
- There have been additional Shuttle Services added to and from Center for Urban River @ Beczak Monday – Friday
- Use the GPS App, Translock, to track the Campus Shuttle and Train Shuttle
- For any questions or concerns, contact Campus Safety General : 914-395-2209 Emergencies 914-395-2222