



# New York Medical College Policy and Procedure Manual

<b>Section: FACILITIES MANAGEMENT</b>	<b>No.: FM.112</b>
	<b>Date: February 2, 2010</b>
<b>Subject: USE OF COLLEGE VEHICLES</b>	<b>Page 1 of 2</b>
	<b>Supersedes: 6/21/94</b>

## I. Purpose

To establish guidelines for the use of College owned/leased vehicles.

## II. Scope

This policy applies to all College employees.

## III. Definition

Not applicable.

## IV. Policy

It is the policy of New York Medical College that no personal use is made of College owned/leased vehicles, except those employees whose job requirement specifically entitles them to the use of College owned or leased vehicles as documented by their supervisors.

## V. Procedure

A. Employees whose work involves access to or operation of College owned/leased vehicles shall:

1. Not use College vehicles for personal purposes at any time.
2. Not give approval to others to use College vehicles for personal use.
3. Not use cell phones while operating the College vehicle.
4. Not smoke in a College vehicle or permit others to do so
5. You must be mentally and physically able to drive safely.

**Issued By:**

**Approved By:**

6. You must conform to all traffic laws, signals, and markings; and make proper allowance for adverse weather and traffic.
7. You must have and keep a favorable driving record and be willing to permit a periodic review of your driving record.

**B.** Violation of this policy will result in appropriate disciplinary action.

**VI. Responsibility**

**A.** Employees

1. Shall not use College vehicles for personal use.
2. Follow all the guidelines outlined in this policy

**B.** Supervisors/Managers

1. Monitor employees' use of College-owned vehicles.

**C.** Facilities Management Department

1. Provide advice and guidance with respect to the interpretation and administration of this policy.

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