

PACE UNIVERSITY
TRANSPORTATION DEPARTMENT
(914) 923-2695 / FAX (914) 923-0651
[Transportation Website](#)

A P P L I C A T I O N
FOR
A U T H O R I Z A T I O N
AS AN

OCCASIONAL DRIVER

OF
UNIVERSITY VEHICLES
(For Faculty, Staff & Student Drivers
who drive occasionally)

In order to become eligible for inclusion on the *Authorized Drivers List* maintained by the Director of Transportation, applicants must complete this application and return it, along with any required documentation, to the Transportation Department. Applicants must complete pages 3 and 4 and return these pages (3 and 4) along with any required documentation, to the Transportation Department.

When this application is processed and all required training is completed, applicants will be notified in writing by the Director of Transportation as to whether they have been approved as an occasional driver of University vehicles within a reasonable time period. Applicants are encouraged to submit required materials at least thirty (30) days in advance of when authorization is needed in order to ensure sufficient time for processing of their application and conducting of necessary training.

1. All requested information on this application must be completed and submitted along with a photocopy of the applicant's U.S. issued driver's license in an enlarged format to ensure that the license number is easily identified. The applicant's driving record will be accessed by the University in order to confirm that the applicant meets the minimum eligibility requirements for driving University vehicles. This application may be faxed to the Transportation Department at extension 2697 or sent by interoffice mail to the Transportation Department on the Briarcliff Campus (BR).
2. Each applicant is presumed to have completely read and to understand the *Policy Governing Occasional Drivers of University Vehicles (page 5)*, a copy of which has been provided by the Transportation Department within this document. Any questions regarding the policy should be brought to the attention of the Director of Transportation.
3. Defensive Driving Certification is required to drive any University Vehicle. Applicants may obtain such training from the University or through any other University approved certification program. Please call the Transportation Department to schedule attendance in the next course. An applicant who completes the course provided by the University may be entitled to an insurance discount for his/her personal motor vehicle if he/she is the principal driver and the vehicle is registered in New York State. An applicant will also be eligible for a New York State Department of Motor Vehicle license point reduction for past violations if he/she successfully completes the driver safety program. Other Defensive Driving Certifications from states other than New York are acceptable. Please contact the Transportation Department for details. Copies of certification for pre-existing training must be given to the Transportation Department along with this application.
4. If an applicant is applying to drive 15 passenger (14 passenger + driver) vans, *in passenger van service*, or any standard sized van, he/she will be required to undergo "*Coaching the Van Driver*" training and successfully complete a road test of driving skills. Please call the Transportation Department to enroll in this training.
5. Applicants applying to drive 15 passenger vans *in passenger van service*, must satisfactorily provide evidence of medical fitness. Use the enclosed reporting form (page four)

APPLICATION TO DRIVE PACE UNIVERSITY VEHICLES

PLEASE PRINT INFORMATION BELOW:

NAME.....>		
STREET.....>		
CITY.....>		
STATE, ZIP.....>		
DRIVER'S LICENSE NUMBER.....>		
ISSUING STATE OF LICENSE.....>		
SOCIAL SECURITY NUMBER.....>		
DATE OF BIRTH.....>		
DAYTIME TELEPHONE NUMBER.....>		
DO YOU HAVE ANY REPORTABLE LICENSE REVOCATIONS/SUSPENSIONS, MOVING VIOLATIONS, ACCIDENTS RESULTING IN SERIOUS BODILY INJURY OR PROPERTY DAMAGE, OR CONVICTIONS OF MISDEMEANORS OR FELONIES FOR THE PREVIOUS THREE (3) YEARS? IF YES, PLEASE DESCRIBE.....>		
CLASS YEAR IF STUDENT (Freshman, etc.) or STATE WHETHER STAFF or FACULTY>		
DEPARTMENT (IF EMPLOYEE).....>		

DEPARTMENTDEPEE3107-R9oOA.8 ref35.75bF(LAR7UER - re10>)7.E)...L.68 .72 re3107- M().....)66.9()6(...)-2(...)5....

Applicant's Acknowledgement:

PACE UNIVERSITY POLICY GOVERNING OCCASIONAL DRIVERS OF UNIVERSITY VEHICLES

Purpose:

This policy has been adopted to ensure that occasional drivers of University vehicles* are adequately qualified and trained, and follow proper procedures. The policy is designed with the ultimate goal of adequately protecting the safety of drivers and passengers of University vehicles. All University employees and students who occasionally drive University vehicles for University business, events or activities are subject to this policy. This policy does not apply to University employees or contract employees that drive University vehicles as a major function of their job responsibilities, such as those employees working for the Transportation Department.

POLICY GOVERNING OCCASIONAL DRIVERS OF UNIVERSITY VEHICLES

such form can be downloaded from the Transportation Department's Web page or can be obtained in hard copy from the Transportation Department directly.

Use of University owned, leased or rented vehicles is permitted only for University-sponsored functions, activities and programs. Side trips of a personal nature are strictly prohibited. Any employee or student that is found using, or attempting to use, a University vehicle for a non-University purpose will be in violation of this policy and shall be appropriately disciplined, up to and including termination for employees, or dismissal for students. In addition, University vehicles must only be used for the activity for which the approval by the Director of Transportation was granted. Any additional uses, even if for University-sponsored activity, must be pre-approved.

To facilitate safe operation of its vehicles, the

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POLICY GOVERNING OCCASIONAL DRIVERS OF UNIVERSITY VEHICLES

A driver who violates the University's hours or mileage limitation rules will be appropriately sanctioned, including withdrawal of driving privileges. Questions regarding the hours or mileage limitation driving rules should15.fh

Accident/Moving Violations Reporting and Investigation:

An Accident Report Form, insurance identification card, and the vehicle's registration is stored in the glove co