



Vehicle Policy

Policy Information

Date Established: March 29, 2022

Date Last Updated: March 6, 2023

Category: Student Association

Only recognized Student Association clubs who have completed all additional steps for recognition with approved SA drivers as per the Approved Driver Policy may use any SA owned vehicle or SA's vehicle rental account(s) for official approved club business. To use these vehicles a club must submit the appropriate form through the Student Association website and receive the appropriate approvals to do so. All vehicle requests require approval by:

1. The Student Association Transportation Coordinator
 - a. The Transportation Coordinator is reviewing the request for:
 - i. That the most direct route to their location and back is being used
 - ii. For overnight trips, that a hotel or other lodging has been booked
 - iii. That the request complies with the Travel Policy
 - iv. That the trip length is only as long as is required to arrive, complete the event or activity, and return to campus.
 - v. That the request complies with all other SA, UB, SUNY policies and rules
 - b. If the role of the Transportation Coordinator is vacant or the Transportation Coordinator is unavailable, the Administrative Director or Associate Administrative Director may fill this role as needed.

2. One Student Association Officer

SA reserves the right to do any of the following:

1. Ask for additional information or documentation related to the use of the vehicle
2. Revoke approval of the request at any time, for any reason
3. Deny the request at any time, for any reason
4. Cancel the vehicle request or club event at any time, for any reason
5. Limit specific vehicles for specific intended uses or users, and limit distances a vehicle may travel at SA's sole discretion.
6. If an SA vehicle is taken by an individual or group without permission, SA may report the vehicle stolen and pursue criminal charges against the individual and/or group.

After a club or department uses an SA vehicle it must be parked back in one of the Student Association assigned parking spots. All keys and the vehicle return form must be returned to the SA Office on the date of return listed on the request by noon unless another time has been approved by the Transportation Coordinator before the trip. There will be a charge of \$50.00 for keys and return form that are returned late and a \$50.00 a day charge for everyday the key is not returned applied at noon each day.

All mileage used of the trip must be reasonable to what the club has requested on their request form. Clubs who use mileage more than their requested mileage plus 10% will be investigated and may face additional charges of a dollar a mile, and/or may lose their vehicle and/or driving privileges.

Tolls that are received from the New York Thruway department or SA's vehicle rental account(s) will be paid by the Student Association. SA will then transfer the funds from the club who had used the vehicle into the line used to pay the tolls.

SA will not and clubs cannot use their budgets to pay for parking tickets or moving violation fines. Those will be the sole responsibility of the individual who received them.

SA will charge the club for any cost incurred by SA for:

1. Filling a gas tank that was not returned full
2. The cost of cleaning if the interior of the vehicle is not cleaned or emptied of trash
3. The cost of repairs for any damages sustained while the vehicle was signed out
4. SA's insurance deductible for damages and/or repairs
5. The cost of a replacement for a lost or not returned key

These costs will be transferred from the club or department's budget to the van maintenance line to cover the expenses.

As determined by the SA Officers a club and/or driver(s) may lose their vehicle or driving privileges for, but not limited to, the following:

- a. A vehicle is returned with open alcohol bottles, cans or smelling of alcohol.
- b. A vehicle is returned smelling of smoke of any kind.
- c. Accidents or damage are not reported correctly.
- d. Violations of any other rule related to SA vehicles.

Violation of any other rule related to SA vehicles. Loss of vehicle privileges will result in the club or driver(s) not being allowed to use SA owed vehicles or SA's vehicle rental account(s) for 2 full semesters.

Accidents

It is the responsibility of the driver or a club E-Board member who is on the trip to ensure they follow all reporting rules in the event of an accident. Failure to report an accident will result in the club losing vehicle privileges and the driver(s) losing their approved driver status.

If an accident occurs the following must be completed:

1. 911 or the police must be called immediately. A police report must be obtained and turned into the Student Association Office as soon as possible.
2. The Student Association Office must be called. If the office is closed, then the Transportation Coordinator or an SA Officer must be called.
3. If it is an SA owned vehicle, AAA can be called to help with damages and towing services. A copy of SA's corporate AAA card is in each vehicle glove box.
4. If it is a rental vehicle, the rental agency must be called to consult the next steps for the vehicle.

Vehicle Breakdowns

If a vehicle experiences a breakdown the Student Association Office should be called for additional help. If it after office hours, then the Transportation Coordinator or an SA Officer should be called instead. SA has corporate AAA for the SA owned vehicles, and the club should call them for help getting the vehicle to a garage for help. If it is a rented vehicle the club will work with rental agency to get assistance.

Damages

In certain cases, a vehicle may experience damage while no individual is with the vehicle. An example of this is when a vehicle is not attended in the hotel parking lot overnight, and the club then notices a dent on the door the next morning. A vehicle should always be checked for damage before the club moves the vehicle from its parked location. If damage has occurred while the vehicle was parked and unattended the club must call the Student Association Office. If it is after office hours then the Transportation Coordinator or SA Officer should be called to report the damage before the club leaves that location. SA will work with the caller to determine the next steps.

Failure to Report

Failure to complete any of the required steps may result in the club losing all vehicle privileges for two full semesters and the driver(s) losing their approved driver status for two full semesters. Clubs may be responsible for repairs according to the Vehicle Policy. If all reporting has been followed but the accident is found to be the drivers fault, that driver may still lose their approved driver status for the Student Association.