

Vehicle Policy

To Reserve a Vehicle

1. Must be a club in Good Standing
2. Drivers must be at least 21 years of age, hold a valid NYS Drivers License, and fill out a permanent driver form.
3. Drivers will be subject to a DMV check. SA performs this check through the NYS Lens Program. No potential driver will be allowed to drive until the Lens report has been received and checked by the SA office (receiving the report may take up to a week). If a Lens report comes back with four (4) or more points on their license, driving privileges will not be given to that individual.
4. SA receives updates to the Lens reports any time a driver incurs changes. If at any point an update makes an approved driver ineligible their driving privileges will be revoked immediately. These reports are confidential and may only be viewed upon written request by the individual whose name is on the lens report.
5. Drivers must pass a vehicle test by the Transportation Coordinator or their designee.
6. Passing the vehicle test and the DMV checking coming back okay will allow a driver to be added to the approved drivers list. You must be added to the approved drivers list at least 2 weeks prior to the date of the trip or event for insurance purposes. This means that you must be tested and fully LENS approved for 2 weeks prior to the driver being allowed to drive any SA vehicle.

The Request

All Requests must be made at least fourteen (14) days in advance and no more than a semester in advance.

Request, are to be submitted to the Transportation Coordinator via the SA Website. There are five request forms, 2 for vans, 2 for trucks and one for the cargo van. Van forms are broken down into 2 requests, one is within a 100 miles; the other is, outside 100 miles. The same is true for the truck requests. There is only one request form for the cargo vans because they are not allowed outside the greater buffalo area. A FORM MUST BE FILLED OUT FOR EVERY VEHICLE YOU ARE REQUESTING EVEN IF IT IS FOR THE SAME TRIP. Example if you want 5 vans you need to fill out 5 van forms.

The Form

1. Form must be filled out completely and accurately or it will be denied
2. A list of all students traveling in the vehicle must be filled out with their names, person number and their cell number (a person cannot be listed in multiple vehicles)
3. Proper documentation must be attached. This documentation must include proof of event, event time and location at the very least. SA may at any time request more information or different documentation.
4. All requests require that you attach a map / directions of where you are going and the estimated mileage for the trip.
5. You must include all locations that you will be traveling to.
 - a. Example: Your club is traveling to North Carolina and you are going to stay at Ted's house along the way. Ted's house is 50 miles off of the estimated directions. List that additional mileage to get to and from Ted's house and the reason for the extra mileage.
 - b. If you are staying at a hotel and must drive to a different location for your event estimate the distance and list the additional mileage and reasons

- c. If you plan on driving to dinner or to see any sights list the estimated additional mileage and reasons
6. Form(s) must be completed on the SA Website.
7. Form(s) will go through the approval process
 - a. The Transportation Coordinator and SA E-Board approve all requests
 - b. Vehicles going outside a hundred miles are subject to approval by university officials in addition to the SA E-Board.
8. You will receive a notification by email for whether you have been approved or denied for the vehicle.
9. If you are approved then the email you receive will contain information on how and where to pick up the vehicle(s).

Trucks and Cargo Vans

The trucks and cargo vans follow all of the above stated policies and procedures. To reserve either a truck or cargo van you must pass an additional vehicle test for the respective vehicle. If you do not pass you will not be eligible to reserve or drive the trucks or cargo van.

The trucks and cargo vans can only be reserved for specific purposes and are not available to all clubs for use unless the use falls within those purposes. The Cargo vans may only travel the Greater Buffalo area (roughly within 20 miles of the UB's North Campus).

Picking up a Truck or the Cargo Van

If you have been approved for a vehicle:

1. The driver(s) of the vehicle(s) must come to the SA Office, 350 SU, and speak to the Transportation Coordinator, Administrative Director, or Associate Administrative Director by 4:00pm and:
2. Sign out Vehicle
3. Pick up keys
4. Pick up a Vehicle Return Form
5. Check the vehicle to see if there are any problems let Transportation Coordinator, Administrative Director, or Associate Administrative Director know before you take the vehicle out of the parking lot
6. Make sure the gas tank **is full. If it is not let the Transportation Coordinator, Administrative Director, or Associate Administrative Director know** before you leave.
7. If you do not, you will **NOT** be reimbursed for the first tank of gas.
8. All vehicles must be signed out properly. If a vehicle is taken out without being signed out by the Transportation Coordinator, Administrative Director, or Associate Administrative Director the vehicle will be reported stolen and you may face criminal charges.

Returning a Truck or Cargo Van

Before you return the Vehicle

1. Make sure your gas tank is full
 - a. If the vehicle is returned at less than a full tank your club will be charged \$100
 - b. Do not return the vehicle at the level of gas that you received it if it is not full. Your club will be still be charged \$100.
2. Check your vehicle for any scratches dents etc...
 - a. All Damage must be reported
3. Clean your vehicle
 - a. If vehicle is not clean your club will charged \$100

- b. If a vehicle is returned with open Alcohol bottles/cans or smelling of Alcohol, your club will lose its vehicle privileges for the remainder of the year. (i.e. A van is returned in September smelling of beer. Your club will be charged the cost of cleaning the van until it is clean (no longer smells). You will also not be eligible to take any SA vehicles out again until the next academic school year.)
4. Fill out vehicle return form completely
5. Vehicles must be parked in a SA spot in Jarvis Lot or there will be a \$100 charge.

Returning the Vehicle

1. **KEYS MUST BE TURNED IN BEFORE NOON ON THE DAY IT IS DUE TO BE RETURNED**
 - a. There will be a charge of \$100 a day for any vehicle not turned in on time
2. Bring Vehicle Return Form and keys to office and turn into the Transportation Coordinator, Administrative Director, or Associate Administrative Director
 - a. If Vehicle Return Form is not filled out or returned with the Key there will be a \$100 charge.
3. Your vehicle will then be checked by the Transportation Coordinator or their designee
 - a. The cost of repairs for any damages a vehicle sustains while signed out to your club will come out of your budget. If we need to use our insurance because of an accident the club will be responsible for paying the insurance deductible.

Other Penalties

1. If you lose the vehicle keys
 - a. Your club will be charged \$100 or the cost of replacement whichever one is greater.
2. Any traffic or parking tickets incurred are the responsibility of the driver. There will be \$100 charge per month for every month the driver who is responsible for getting the ticket paid does not do so. The club's budget will also be frozen and vehicle privileges for the entire club will be suspended until proof that the ticket has been paid has been submitted to SA.
3. The SA vehicles have the office phone number on the side of them. If we receive two or more reports of bad or dangerous driving your driver privileges will be suspended.
4. All mileage for any trip will be checked for reasonableness. Your club is responsible for accounting for all mileage placed on the vehicle. On the back of the Vehicle Request Form you will find places to enter information about your mileage usage. SA will allow for a reasonableness threshold of 10% of the total mileage used. Clubs who go over this threshold without approval or explanation will be charged a dollar for every mile traveled beyond the threshold.

In Case of an Accident

You will find an envelope in the glove compartment of the vehicle that will have all the documents you need and the phone numbers to call in the event of an accident.

1. Call 911 immediately
2. Call SA Office
 - a. If on a weekend call Transportation Coordinator or an SA E-Board Member (Numbers will be listed on the front of the emergency envelope as well as the Vehicle Return Form).
3. Call AAA (If car is not drivable or needs repairs)
 - a. SA has AAA there will be a copy of it in the vehicle's glove compartment
 - b. Get information about where the vehicle is being taken.
4. Before you leave the accident scene get a police report
5. If the accident is found to be your fault your club will be charged the cost of the deductible and the driver will lose driving privileges. (IF YOU GET A POLICE REPORT) If insurance refuses to pay because of gross negligence the club will be charged the cost of repairs.

6. Any club that gets into an accident and does not bring in a police report the entire club will lose vehicle privileges for at least 1 year (12 month period).

Any accidents/or damage must be reported to SA IMMEDIATELY.

Any accident must also be reported to the police immediately.

DO NOT LEAVE THE SCENE OF AN ACCIDENT UNTIL THE POLICE HAVE GIVEN YOU A POLICE REPORT!!!!

In Case of Breakdown

If your vehicle has broken down call AAA

1. SA has AAA there will be a copy of it in the vehicle's glove compartment inside the emergency envelope
2. Call the SA Office
 - a. If weekend Call Transportation Coordinator or a SA E-Board Member
 - b. The phone numbers can be found on the outside of the emergency envelope as well as the Vehicle Return Form

Vans

SA does not own its own van fleet. We do however have 8 vans on long term rental from Enterprise for club use.

Picking up a Van

Due to the fact that SA does not own the vehicles clubs must go to the enterprise location to pick them up. We also need to schedule the pickup times. The following is the procedure for picking up an Enterprise van.

1. When you are approved you will receive an email containing information on how and where to pick up the van(s).
2. If for any reason you must change your pick up time you must inform the Transportation Coordinator immediately.
3. When you get to Enterprise at the predetermined time you will work with the Enterprise agent to sign out the van.

How to get to Enterprise

1. You can either drive yourself and leave your vehicle at enterprise
2. Drive with a friend and take both the vehicle and the van

Returning the Van

Before you return the Vehicle

1. Make sure your gas tank is full
 - a. If you don't fill the gas tank your club will be charged \$100
 - b. Do not return the vehicle at the level of gas that you received it if it is not full. Your club will be charged \$100.
2. Check your vehicle for any scratches dents etc...
 - a. All Damage must be reported

3. Clean your vehicle
 - a. If vehicle is not clean your club will be charged \$100 or the cost of the cleaning whichever is greater.
 - b. If a vehicle is returned with open Alcohol bottles/cans or smelling of Alcohol, your club will lose its vehicle privileges for the remainder of the year. i.e. A van is returned in September smelling of beer. Your club will be charged the cost of cleaning the van until it is clean (no longer smells). You will also not be eligible to take an SA van out again until the next school year.

Returning the Van

1. **KEYS MUST BE TURNED IN BEFORE NOON ON THE DAY IT IS DUE TO BE RETURNED**
 - a. There will be a charge of \$100 a day for any vehicle not turned in on time
2. Vans must be returned to the Enterprise where they were picked up.

Other Penalties

1. If Vehicle Return form is not filled out or returned with the Key there will be a \$100 charge.
2. Your vehicle will be checked by an Enterprise Agent who will report to SA the status of the van.
 1. The cost of repairs for any damages a vehicle sustains while signed out to your club will come out of your budget.
3. If you lose the vehicle keys
 1. Your club will be charged \$100 or the cost of replacement whichever one is greater.
 2. Any traffic or parking tickets incurred are the responsibility of the driver. There will be a \$100 charge per month for every month the driver who is responsible for getting the ticket paid does not do so. The club's budget will also be frozen and vehicle privileges for the entire club will be suspended until proof that the ticket has been paid has been submitted to SA. Proof that the ticket has been paid must be brought to the SA office and kept on file.

In Case of an Accident

1. Call 911 immediately
2. Call SA Office
3. If the incident occurs on a weekend, call Transportation Coordinator or an SA E-Board Member Call Enterprise Rent A Car
 - a. If it is during business hours call the Enterprise Branch listed on the envelope
 - b. If it is after business hours call 1-800-Rent-A-Car for help
 - c. Enterprise will walk you through the steps you need to take
4. Before you leave the accident scene get a police report
 - a. If the accident is found to be your fault your club will be charged the cost of the repairs and the driver will lose driving privileges. (IF YOU GET A POLICE REPORT)
 - b. Any club that gets into an accident and does not bring in a police report the entire club will lose vehicle privileges.

Any accidents/or damage must be reported to SA IMMEDIATELY.

Any accident must also be reported to the police immediately.

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Vehicle Rental Policy

If you get denied the use of one of the 8 vans that SA has on long term rental you may use your club budget to rent additional vans from Enterprise.

To Reserve a Vehicle

1. Drivers must be at least 21 years of age (for vans).
2. Must have enough money in your club budget cover the expense of the rental
3. Must have a PO Number before the reservation is made

The Form

1. Form must be filled out completely, legibly, and correctly or it will be denied
2. A list of all students traveling in the vehicle must be filled out with their names, person number and their cell number (a person cannot be listed in multiple vehicles)
3. Proper documentation must be attached. This documentation must include proof of event, event time and location at the very least. SA may at any time request more information or different documentation. This documentation may also be attached to the Request for Funds that are turned into the Finance Department
4. Form(s) must be turned in to the Finance Department, the Administrative Director, or the Associate Administrative Director.
5. Form(s) will go through the approval process for both finances and travel.

Picking up a Vehicle

All rentals must be picked up at the Enterprise office. When you are approved for rentals you will receive confirmation email(s). You will be able to pick up the vehicle at the time listed on your confirmation email.

The Student Association exclusively uses the following Enterprise for its rentals:

Enterprise Rent-A-Car
1500 Niagara Fall Blvd.
Tonawanda, NY 14150
Phone Number 716.832.8000

Returning the Vehicle

You must return the van the Enterprise where you picked it up. If you would like to return the van after hours you may. Please make sure you park the van, lock the doors, close all windows and place the keys in the drop box by the door. If you have more questions about this process please make sure to ask the Enterprise Agent at the time that you sign the van out.

In Case of an Accident

1. Call 911 immediately
2. Call SA Office
 - a. If a weekend call Transportation Coordinator or an SA E-Board Member
3. Call Enterprise Rent A Car
 - a. If it is during business hours call the Enterprise Branch
 - b. If it is after business hours call 1-800-Rent-A- Car for help
 - c. Enterprise will walk you through the steps you need to take
4. Before you leave the accident scene get a police report

- a. If the accident is found to be your fault your club will be charged the cost of the repairs and the driver will lose driving privileges. (IF YOU GET A POLICE REPORT)
- b. Any club that gets into an accident and does not bring in a police report the entire club will lose vehicle privileges.

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