Use of Farmingdale State College Physical Plant/Fleet Vehicles

Many vehicles are required for the Physical Plant/FSC to (1) adequately respond to emergencies, (2) maintain all of the campus facilities and their individual components (3) maintain all of the campus grounds, (4) and provide all other necessary services. These vehicles represent a large public investment and should be used only for official Physical Plant/FSC business to perform the assigned tasks.

Usage Procedures:
College vehicles are to be used for assigned tasks. Vehicles should not be used off campus except for official reasons as assigned by Department heads. FSC vehicles and especially Physical Plant vehicles are clearly identifiable with signage to enable the inappropriate usage of a vehicle to be reported to Physical Plant or FSC Administration. Vehicles and other designated equipment are to be operated only by Physical Plant employees who are duly licensed and authorized. Employees are responsible for the proper and legal use of the assigned vehicles and other designated equipment. Drivers of vehicles and other equipment are responsible for the safe operation and for following all applicable laws, procedures, and policies. Improper usage of vehicles or equipment may be grounds for disciplinary action. Employees are responsible for the general care, correct and efficient operation, upkeep, and cleanliness (inside and out) of their assigned vehicle and/or equipment. Neglect or operational abuse of vehicles and equipment will not be tolerated. Vehicle mechanical and operational problems should be reported to the Physical Plant office so that repairs can be performed. Vehicle accidents on campus should be reported to the University Police for investigative action and reports. Vehicle accident forms are to be kept in all vehicles. Tickets for illegal use or accidents of college vehicles without supervisory permission maybe the responsibility of the employee.

ALL EMPLOYEES WHO OPERATE A PHYSICAL PLANT OR FSC VEHICLE WILL ABIDE BY NEW YORK STATE MOTOR VEHICLE AND TRAFFIC LAWS.

Any vehicle operation on walk ways other then emergency is prohibited and may be grounds for disciplinary action. Great care should be taken while driving or backing up on campus because of the heavy vehicle, pedestrian, and bicycle traffic. Assistance should be obtained in backing up on campus especially where the driver does not have a clear view of the entire area behind the vehicle.

FSC vehicle usage requests can be made utilizing the Vehicle Request Form.