

State Vehicle Request Form

TODAY'S DATE

DRIVER'S NAME(S)

DEPARTMENT ACCOUNT #

DESTINATION(S)

PURPOSE OF TRIP

FROM (Date/Time) TO (Date/Time)

TYPE OF TRANSPORTATION REQUESTED (Check one):

CAR ☐ VAN* ☐ TRUCK** ☐

* Van availability must be checked through Athletics at extension 2482 before this form is submitted.

** Truck availability must be authorized by Facilities Operations at extension 2215.

DRIVER'S SIGNATURE(S)

SUPERVISOR'S SIGNATURE

APPROVED BY
ADMINISTRATION & FINANCE

**A vehicle will not be assigned unless this form is completed
and in the hands of the dispatcher 3 working days before the trip.**

**Dispatcher is available Monday to Friday 8 a.m. to 4 p.m. at extension 2658
and should be notified of any changes or cancellations.**

OFFICE USE ONLY

Approved: ☐ YES
☐ NO

Reason:

Notes:

FARMINGDALE STATE COLLEGE

USE OF STATE VEHICLES

INSTRUCTIONS

The following instructions prepared by Fleet Management are intended to provide guidance in the use of state owned vehicles. Please also review the NYS Travel Manual and the College's Vehicle Usage Policy.

1. Operation of State vehicles must be in full compliance with all New York State laws.
2. All eligible drivers must be employees of New York State or other authorized personnel and have a valid driver's license.
3. Smoking in State vehicles is prohibited.
4. Driving under the influence of drugs/alcohol is prohibited.
5. Possession and/or use of alcohol, illegal drugs or other intoxicating substances in a State vehicle is strictly forbidden.
6. Use of cellular phones and other electronic communication devices without a hands-free adapter is prohibited.
7. State vehicles must be used only on official State business. Personal use of state vehicles is prohibited.
8. Drivers are to conform to all New York State Motor Vehicle regulations.
9. Request forms for vehicle usage must be filled out, properly signed, and received by the dispatcher three days prior to departure.
10. Vehicles should be picked up between 7:30 am and 3:00 pm.
11. When vehicles are to be picked up on weekends and after hours, employees must arrange with the garage at extension 2492 to pick up keys.
12. **A credit card for gasoline is in the glove compartment and an EZ Pass is affixed to the windshield for your convenience. Roadside assistance information can also be found in the glove compartment.**
13. It is your responsibility to see that the vehicle is kept clean.
14. The mileage log must be properly filled out at the end of each destination. Please make all notations so they are legible.
15. **Please notify the garage at 2492 of any cancellations, requests for pick-up time changes, or delays returning the vehicle. If unable to reach the garage at that extension, please contact John Vasta directly at (631) 575-8905.**
16. **Employees must be on the College's authorized drivers list. Please contact campus police at extension 2111 or Facilities Operations at extension 2017 to ensure driver is eligible to operate a state vehicle.**
17. **All employees requesting a state vehicle must also submit a travel authorization to Accounts Payable.**
18. Cars returning to campus after 3:30 pm and on weekends should park the vehicle in front of the garage and deposit the keys in the box at the garage door.

Please be sure to follow these procedures.

Your good judgment should be exercised at all times for your safety and that of others.