



Memorandum

To: Authorized Drivers or Employees Required, or Who May, Drive College Vehicles in the Performance of Their Duties

From: Kay W, Ellis, Vice President, Administration and Finance

Date: August 7, 2018

RE: Vehicle Use

The safety of our employees and stewardship of college assets is important to the entire college community. The proper management and utilization of vehicles minimizes our transportation costs and potential liability. While all employees are required to be familiar with and adhere to the CUNY policies, this document highlights key points regarding vehicle use:

- BCC vehicles may be operated only by personnel who have been officially authorized to do so.
- Authorized Drivers are entered into the License Event Notification Service (LENS) system.
- Employees holding a non-NYS Driver's License must submit a driver abstract each semester.
- All Drivers must make a full and complete vehicle log entry each time they use a vehicle.
- Accurate odometer readings are to be entered when refueling and key fobs or IDs cannot be shared or exchanged.
- BCC vehicles may be used only for College business in support of the College's mission of education, research and community service. They may not be used for personal business, commutation, or to transport anyone not involved in College business, or for pleasure.
- It is always imperative that all drivers strictly adhere to official traffic and parking rules. Individuals using a College vehicle who receive a fine or summons due to operator error are personally responsible for any and all costs incurred.
- Employees must report any infraction or violation in a timely manner.
- All drivers must acknowledge (by signature) that they have received and read the CUNY Vehicle Use Policy, and fill out and sign an Authorization and Release Form.

Attachment: [The City University of New York Vehicle Use Policy](#)

Bronx Community College
The City University of New York

AUTHORIZATION AND RELEASE

***TO BE SIGNED BY ALL
DRIVERS***

This is to confirm I have read and understand the CUNY Vehicle Use Policy.

Signature: _____

Print Name: _____

Driver's License Number: _____

Department and Job Title: _____

Current Address: _____
(Include Street, City, State, Zip)