

MORRISVILLE
 EST. 1908
**STATE UNIVERSITY
 OF NEW YORK**
APPLICATION FOR ABSENCE

Name: _____ Date: _____
 Department: _____ Phone: _____
 Absence Starts: Time: _____ Date: _____ Return: Time: _____ Date: _____

I will be absent _____ day(s) and this leave is properly chargeable to:

- Sick Leave _____ Travel on college business _____
- Annual leave * _____ Leave of absence w/o pay _____
- Compensatory holiday(s) _____ Other _____

(*Calendar year employees only)

Arrangements for professional responsibilities scheduled during this time:

Class	Time	Day/Date	Substitute Instructor/Other arrangements

ALL VEHICLE REQUESTS MUST BE SUBMITTED 5 DAYS IN ADVANCE

STATE CAR REQUEST FORM

Name: _____ Date: _____
 Department: _____ Phone: _____
 Purpose of Travel: _____

Do you possess a current NYS driver's license? Yes (X) No ()

Will pick up car on: Date: _____ Time: _____

Will return car on: Date: _____ Time: _____

Travel Voucher needed for expenses? Yes No

Estimated total travel expense: _____ Amount requested from college funds: _____

Destination: _____ Estimated Miles: _____

Number of persons traveling: _____ Extra equipment going: _____

1. Vehicle must be picked up within 24 hours of time signed out or vehicle will be assigned to someone else.
2. You must notify Facilities in writing as soon as possible when your plans change.
3. Vehicle must be returned to Facilities parking area by the return time on this request to permit servicing for the next user.
4. Keys returned after working hours should be placed into the key slot on the loading dock.
5. Privately owned vehicle being left must be parked in staff/visitor parking lot. (Last row near fence)
6. **Driver** is responsible for removing trash (coffee cups, napkins, parking permits, etc.) from vehicle. And is also expected to keep vehicle in the same shape as it left in. Any mud inside/Outside must be cleaned prior to return. Any/all accidents must be reported to Facilities asap.
7. **Driver** is responsible for submitting all credit card receipts to the Business Office.
8. Out of state travel **MUST BE** approved by the Provost and out of country travel **MUST BE** approved by the President prior to departure.
9. Car requests should be emailed to carrequests@morrisville.edu, once completed and signed. All requests **MUST** have proper signatures prior to sending to Facilities for scheduling.

Applicant signature: _____ Date: _____

Supervisor signature: _____ Date: _____

State Car Requests and Procedures

Facilities has a limited number of fleet vehicles for employee use.

With the exception of the 12 & 15 passenger (SGO and Athletic related) vans, it is first come, first serve. If the SGO/Athletic vans are scheduled for a non-SGO/non-Athletic related function and an official SGO/Athletic event needs to utilize them, they have the right to bump up to 72 hours before a scheduled departure. See SGO van guidelines form for more details. Located in the V: drive –Facilities - Car Request folder

Requesting a Vehicle:

A State Car Request form must be filled out, and signed by the supervisor **5 days** in advance and submitted to carrequests@morrisville.edu before you plan to travel. You will need the Provost's signature for any out of state travel and/or you will need the President's signature for out of country travel. **There is absolutely NO penciling in, so please don't ask. The request will be denied if the procedures are not followed.**

Use of Vehicles:

If vehicle isn't **picked** up within 24 hours after requested pick-up time, Facilities has the right to reassign to someone else. Vehicles must be returned to Facilities by the return date and time to allow the next scheduled person to utilize it and must be returned in the same condition as when received (clean, fueled, etc.)

Each vehicle is equipped with:

1-Vehicle mileage sheet – This must be filled out by each employee utilizing the vehicle each time it is used.

2- Credit card for gas Each state employee has their own PIN number. Please contact Tara Becker in Facilities by email @ beckertl@morrisville.edu (please ask well in advance of leaving campus) or the Business Office for new PIN/or reminders #'s. Gas card receipts should be submitted to the Business Office by the employee using the card. **Do not** leave receipts in the vehicle.

3-ARI Fleet Maintenance is our emergency vehicle repair (similar to AAA). There is a card in each fleet vehicle for off campus travel. This is inside of the gray metal clipboard. If you have any issues while traveling and ARI is unable to assist, please call CHP at x6074 for assistance. They will call someone in Facilities that is able to assist you.

4- EZPASS. This pass is only for the vehicle it is in (no switching). Employees are reminded that you need to respect the speed limits in force at every toll. (Limits do vary and they WILL contact us if not in compliance).

Policies:

Employees are reminded that these vehicles are for State use only. Only State employees should be riding in these vehicles.

We ask that the vehicle come back in the **same condition** as when it left our lot. (No McDonald's garbage etc. please) No mud or excessive dirt. These are travel vehicles, not field vehicles. If a vehicle is returned in poor condition it will be taken out of service until it can be reconditioned/detailed, which adversely affects everyone.

If you have an **accident**, it needs to be reported ASAP. All accidents should be reported to University Police at x6410 (if on campus) local PD otherwise, your supervisor, the Business Office and Facilities. You are also required to fill out an MV-104 form (<http://dmv.ny.gov/forms/mv104.pdf>) for the college. If you are away from campus and have an accident, the local authorities for that area need to be contacted. They should do a report and a copy should be given to you. This report should be sent to the Business Office and University Police when you return to campus.

Any of the following may result in vehicle privileges being revoked for a year:

- Repeated abuse of vehicle procedures and policies
- Two vehicle accidents within 12 months

Pick-up and Drop-off Times:

We are open from 7am-3pm M-F to dispense fleet vehicle keys. **University Police will not be issuing vehicle keys after hours, & facilities staff will not allow a vehicle to be picked up outside of these hours**

Keys returned after hours can be dropped in the key slot near the rear loading dock entry doors.

Privately owned vehicles can be left in the parking lot to the south of the building toward the fence, not behind the building.

COVID Related Information added 9/21/20:

All fleet vehicles will be cleaned by wiping down high touch points (buttons, steering wheel, doors) after each use.

For physical distancing procedures utilizing campus vehicles please follow these guidelines:

- 1 – a mask must be worn in the vehicle at all times
- 2 – If using a caravan (7 person) 1 person PER seating row (3 max)
If using a large van (15 person) 1 person PER seating row (5 max)
If using a medium van (12 person) 1 person PER seating row (4 max)
If using a car (4 person) 1 person PER seating row (2 max)

Current guidance from the College states, no travel more than 15 miles from campus. See academic guidelines for Faculty. This also means no more than 30 minutes at a time in the vehicle.