



## Vehicle Use Procedure

(A) To become qualified to drive the vehicle you must:

- Read and understand the Hofstra University Vehicle Use Policy [FORM B]
- Have at least one year of driving experience
- Submit a valid NYS or other state driver's license
- For NYS drivers, authorize a NYS DMV license verification check [FORM C ]
- For non-NYS licensed drivers, authorize Human Resources background check [FORM C ]
- Submit proof of completion of the 45-minute online Hofstra-approved Driver Safety Course. [ Instructions FORM C1 ]

<https://learn.ue.org/1L0EB189417/HofstraDriverSafety>

(B) To request the LHSC vehicle you must:

- Submit and receive approval of a "Request for Vehicle Use" (FORM D)
- Submit and receive approval for any proposed passengers (FORM D1)

(C) When the vehicle is in your possession:

### Prior to check out, you must

- Inspect the vehicle and submit an inspection form noting any scratches, dents, mechanical issues or other internal or external damage. [FORM E]
- Log the mileage and verify a full tank of gas.
- Confirm NYS registration and proof of insurance are in the glove compartment.
- Submit a "Passenger Acknowledgement of Risks and Release" (FORM D2) for each approved passenger.

### While in use, you must

- Take a mandatory 15-minute break from driving after any continuous driving of two hours.
- Obey all traffic laws and signs including speed limits.
- Ensure NYS registration and proof of insurance always remain in the glove compartment.

- Not travel on any “parkways” or other roadways where commercial vehicles are prohibited (this includes Cross Island Parkway, Northern State, Southern State, Hutchison River Parkway, Meadowbrook Parkway, etc.)
- Avoid driving in hazardous conditions unless necessary.
- Not drive under the influence of drugs or alcohol.
- Not use handheld electronic devices while driving.
- Not permit smoking inside the vehicle at any time.
- Report immediately (within 24 hours) to Fred O’Neill or to the Dean’s office any incidents, accidents, fines, or violations.
- Assume financial responsibility for any tolls, traffic fines and/or penalties incurred.
- Lock the vehicle when it is unattended and at all times exercise care when leaving the vehicle.
- Always behave in accordance with university policies, regulations, and all applicable laws.

Upon return of vehicle, you must

- Ensure a full tank of gas.
- Ensure interior of vehicle is clean and neat.
- Ensure the registration and proof of insurance remain in the glove compartment
- Complete a post-drive inspection for any scratches, dents, mechanical issues or other internal or external damage and note mileage (FORM E)
- Return keys.

Your signature below indicates your acknowledgement and acceptance of all of the above.

\_\_\_\_\_  
Driver’s Name

\_\_\_\_\_  
700 #

\_\_\_\_\_  
Driver’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
LHSC Signature

\_\_\_\_\_  
Date