



SUNY Delhi Driver Information Form

Date: _____

Requested by: _____
(Department Head or Division Secretary)

Driver's full name: _____
(exactly as it appears on driver's license)

Delhi I.D. # (ex.: 800123456) _____

STATUS: (circle one): Faculty, Staff, CADI, Student

Date of Birth: _____

Driver's License Number: _____

State of Issuance: _____

Emergency Contact Information (optional)

Signature of Department Head/Secretary
(REQUIRED)

PLEASE RETURN THIS APPLICATION TO:
THE UNIVERSITY POLICE DEPARTMENT
NORTH HALL PHONE: 746-4700

SUNY Delhi Vehicle Use Policy

Authorization for use:

In order to receive authorization to operate a College owned or rented vehicle, all prospective drivers must:

1. Possess a current valid driver's license recognized by New York State. All drivers must be at least 19 years of age and cannot possess a "probationary", "court-restricted," or "junior" license.
2. Apply for college motor vehicle driving privileges (with the approval of the department head or division secretary) by completing the "SUNY Delhi Driver Information Form."
3. Agree to operate College owned, leased or rented motor vehicles in accordance with the applicable local and state laws and College regulations, at all times.

College Regulations for Motor Vehicle Use:

1. Seat belts must be used by all drivers and passengers, when they are provided.
2. Payment of all traffic violations and citations will be the sole responsibility of the driver.
3. Drivers must report any change in license status (e.g. license has been suspended or revoked) to their immediate supervisor immediately. If the license is revoked/suspended, operating privileges will be immediately suspended or terminated until such suspension/revocation has been cleared by the Department of Motor Vehicles.
4. Drivers must conduct pre-inspection of vehicle to include lights, signal lights, brake lights, mirror adjustments, tires, etc. prior to leaving the parking lot.
5. Use of alcohol or other drugs prior to or during vehicle use is **STRICTLY PROHIBITED**.
6. No smoking in the vehicles at any time.

Accident Procedures for Drivers

In the event of an accident, the following procedures must be followed:

1. Immediately notify a local police agency or the New York State Police in that area.
2. Obtain the name, address, and telephone number of the other driver and any witnesses.
3. Complete the accident kit (and accident questionnaire, if necessary) located in the motor vehicle packet.
4. Report the accident to your supervisor
5. Provide police report (or ask for report number if report is not available/provided) or any other documentation to the Facilities Department.