



## 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)

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\_\_\_\_\_  
Signature of Department Head/Secretary  
(REQUIRED)

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

Revised February 2017

## **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.

## GAS FOR STATE VEHICLES

PLEASE FILL UP STATE VEHICLES AFTER USE  
AT THE **WALL SERVICE GAS PUMPS**.

VEHICLES **SHOULD NOT** BE FILLED UP LOCALLY.

SUNY DELHI PUMPS ARE OPEN 24/7

IF YOUR STATE ID CARD DOES NOT WORK,  
PLEASE CONTACT VIRGINIA BELL AT 4011  
([BELLVA@DELHI.EDU](mailto:BELLVA@DELHI.EDU)) OR NEIL PALMATIER AT 4015  
([PALMATNC@DELHI.EDU](mailto:PALMATNC@DELHI.EDU)).

DRIVERS WHO DO NOT RETURN VEHICLES WITH GAS  
TANK FULL RISK LOSING THEIR APPROVED DRIVER  
STATUS.

THANK YOU