

Privately-Owned Vehicle Usage Policy Affidavit

University Policy

Privately-owned vehicles must have a current registration, safety inspection and insurance card provided by the authorized operator. Upon submission of the insurance card should also be the proof of auto liability insurance with a copy of the declaration page of their personal auto policy. The amount of coverage required (as a general rule) is \$250/\$500/\$100 split limits or \$300,000 CSL. The driver is responsible for all parking fines and/or moving violations incurred while operating a privately-owned vehicle. Drivers must report any and all motor vehicle accidents to the Department of Public Safety & Transportation if the accident occurs during work use/hours.

Vehicle Usage Affidavit

I acknowledge receipt of the University's Vehicle usage policy and have read and understand this policy. As such (i) I attest that my personal usage of the privately-owned vehicle is in full compliance with such policy and is being used for University business, and (ii) I further consent to Adelphi University obtaining my State Motor Vehicle Driving Record Abstract (MVP) in accordance with the Federal Driver's Privacy Protection Act (DPPA) and understand that this information will be used only to determine my eligibility to operate a vehicle for University business.

Signature

Date

Print Name

Last 4 of Social Security Number

Department

Department Head's Approval [Print Name]

Department Head's Signature

Date

Important: Read if you use a 15-Passenger Van

**You
must
sign
the**

Experience

Fifteen-passenger vans should only be driven by experienced, licensed drivers who operate this type of vehicle on a regular basis. A commercial driver's license is ideal. It's important to know that 15-passenger vans handle differently than cars, especially when fully loaded.

Attention

Stay focused on the task of safe driving by being well rested, never using a handheld phone at the wheel, and limiting conversation with other passengers. Drivers shouldn't drive more than 8 hours per day..

Speed

Always obey the posted speed limit, and reduce your speed as needed based on road or weather conditions. Remember that 15-passenger vans require additional braking time and cannot handle abrupt maneuvers the way cars can.

Seat Belts

All occupants need to wear seat belts at all times. Inspect seat belts regularly and replace any missing, broken, or damaged belts and/or buckles. An unrestrained 15-passenger-van occupant involved in a single-vehicle crash is approximately four times more likely to be killed than a restrained occupant.

Tire Pressure

Inspect the tires and check tire pressure before each use. A van's tires, including the spare tire, need to be properly inflated and the tread should not be worn down. Excessively worn or improperly inflated tires can lead to a loss of vehicle control and possibly a rollover. Check the driver's side door pillar or the owner's manual for the recommended tire size and pressure. Recommended tire pressure may be different for front and back tires.

Spares

All tires weaken with age—even unused tires; avoid using an old spare on your 15-passenger van. Used 15-passenger vans may come with dangerous spare tires that are many years old. Check a tire's age by finding its Tire Identification Number (TIN) on the tire's sidewall. The last four digits of the TIN indicate the week and year the tire was made (e.g., 1010 = March 2010).

Occupancy

Never allow more than 15 people to ride in a 15-passenger van. Fill the seats from front to back: when the van is not full, passengers should sit in seats that are in front of the rear axle.

Cargo

Cargo should be placed forward of the rear axle; avoid overloading the van or placing any loads on the roof. See the vehicle owner's manual for maximum weight of passengers and cargo and to determine towing capability.

Size

A 15-passenger van is substantially longer and wider than a car, and thus requires more space to maneuver. It also requires additional reliance on the side-view mirrors for changing lanes.

[Adelphi University 15 Passenger Van Usage Policy Affidavit](#) after reading this safety bulletin.

**This information was provided by the [National Highway Traffic Safety Administration](#)*

I read and understand the safety memo pertaining to 15 passenger van usage and as such I agree that my usage of the van will be in full compliance with such memo.

Name of Driver (Please Print)

Signature of Driver

Drivers License Number
[attach copy of license]

Driver's Department

Signature of AUPS Transportation Director

Date