



Syracuse Regional Airport Authority **Automobile Usage Policy**

Authority vehicles are to be used for Authority business and, in general, may not be driven off Airport premises. In certain circumstances, the Authority may allow employees to drive off premises on Authority business or reimburse employees for business use of personal vehicles according to the guidelines below:

- 1) Employees may not drive Authority vehicles without a valid driver's license and prior approval of their supervisor. Employees approved to drive on Authority business are required to inform their supervisor of any changes that may affect either their legal or physical ability to drive or their continued insurability.
- 2) Employees holding jobs designated as requiring regular driving must, as a condition of employment, be able to meet the driver approval standards of this policy at all times. For all other jobs, driving is considered only an incidental function of the position. Employees whose driving record indicates unsafe driving practices will not be allowed to perform driving activities while on Authority business.
- 3) Certain Authority vehicles will be authorized to be taken off airport premises in order to conduct Authority business. These vehicles will be identified by a placard on the dash. These designated Authority vehicles may only be driven off premises for a specific purpose as approved by a Department Head, Division Head, or an Executive Staff member.
- 4) An employee who is on 24-hour call, and is expected as part of his or her job responsibilities to respond to emergencies at any hour of the day, may be assigned an Authority vehicle. Each employee assigned an Authority vehicle is responsible for its condition and for notifying the Maintenance Department of any suspected vehicle issues as such issues occur. Each employee assigned an Authority vehicle must submit a mileage and fuel log to the Accounting Office by the 5th day of each month.
- 5) The rental of vehicles may take place only with the approval of the CFO or Executive Director.
- 6) Employees who drive an Authority vehicle on Authority business must, in addition to meeting the approval requirements above, follow all NYS laws regarding vehicle operation, exercise due diligence to drive safely, and maintain the security of the vehicle and its contents. In addition, such drivers must make sure that the vehicle is in a safe and drivable condition. Employees are responsible for any driving infractions or fines as a result of their driving.

- 7) Alcoholic beverages, controlled substances or other intoxicating substances/agents are not allowed in Authority-owned vehicles under any circumstances. Smoking is prohibited in Authority-owned vehicles.
- 8) No employee is permitted, under any circumstances, to operate an Authority vehicle, or a personal vehicle for Authority business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.
- 9) An employee must report any accident, theft, or malicious damage involving an Authority vehicle or a personal vehicle used on Authority business to his/her supervisor and the CFO or Executive Director, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible, but no later than 48 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers. Any mechanical failures, physical damage to the personal vehicle, or personal property lost, stolen or damaged will not be reimbursed by the Authority.

Adopted: October 10, 2014
Resolution #32