

SUNY Delhi Driver Approval Process

1. Complete the [Driver Information form](#) with approval of your supervisor, division dean or Human Resources.
2. Submit the completed form and a copy of your driver's license to University Police for approval. University Police will run your driver's license to confirm that it is valid and your driver history is acceptable.
3. Once your driver's license is validated you will be added to the approved driver list and you will have full driving privileges.

How to Reserve A Vehicle:

1. Log on to QueCentre and check for vehicle availability.
2. Fill out a [Vehicle Usage form](#) and have it signed by your supervisor.
3. Send completed form to Facilities Secretary through campus mail to the Wall Service Complex, email bellva@delhi.edu or Fax: 607-746-5147.
4. Once approved, this form will be returned to you with a request number at the top. The request number indicates that the vehicle sign-out process is complete.

NOTE: Vehicles are not assigned by University Police. University Police is only the point of sign out and return of vehicles. Problems with vehicles or scheduling must be addressed through Facilities at 607-746-4010/4020 or facilities@delhi.edu.

During the academic year, vehicles are kept at the baseball field parking lot (between Pizza Hut & McDonald's). During baseball season, the fleet will be located in the Hillside Lot (A lot) behind North Hall.

The Day of the Trip: Bring the approved vehicle usage form (the copy with the request number) to University Police to sign out the vehicle. It is also required that you provide a copy of your [Passenger Roster](#) and a cell phone number, if available. You will be issued the vehicle keys and the gas card. All vehicles should already be equipped with an EZ Pass.

The Gas Credit Card: Cards can be used at any gas station. In order to use the gas card, you will need to know your "PIN" number. **Your PIN number is your four-digit division phone number.** Check with your division secretary if you are not sure of this number. At the pump you will need to enter the current mileage, followed by your PIN number.

Campus Gas Pumps: Use the campus gas pumps to fill up the tank if you are in close proximity to Delhi. Contact Robert Klueg at x4023 to have your name added to the gas pump list prior to travel. Enter your SUNY ID card in the pump and enter the last four digits of the license plate number. **Campus Gas Pumps:** Use the campus gas pumps to fill up the tank if you are in close proximity to Delhi. Contact Robert Klueg at 4023 to have your name added to the gas pump list. Enter your SUNY ID card in the pump and enter the last four digits of the license plate number. (If a license plate has only three digits, put a zero first. Ex.: For license plate #DW906 enter 0906.)

Returning the Vehicle: Complete the checklist on the vehicle usage form, including recording the beginning and ending mileage. If there are any issues with the vehicle, it is important to record that information so Facilities can be notified. It is important to be sure the gas tank is full before returning the vehicle to the appropriate parking lot.

Return the completed vehicle usage form, keys and credit card to University Police. Return any credit card receipts to Accounts Payable along with your completed travel voucher.

Note: There is a key drop-off box on the west side of North Hall for your convenience.