

SAGES Student Vehicle Guidelines

Cornell University's New York State Agricultural Experiment Station provides graduate students working in Geneva with one Student Vehicle (referred as SV hereafter), currently a minivan, to be used by students (registered Cornell graduates and undergraduates to commute to Ithaca for classes and other academic purposes. SAGES, together with the station administration, manages and supervises the use of the SV. The person currently in charge of scheduling and coordination (student vehicle coordinator) during the semester is Oluranti Campbell. If you are interested in using the vehicle on a regular basis, email her at oc4@cornell.edu. To find an occasional ride, check the schedule and contact the regular drivers for the day you need to go to Ithaca. The student car schedule is posted on the SAGES website shortly after the beginning of the semester. However, before considering using the SV, people should always first check the schedule of Geneva/Ithaca Shuttle Service first to see if they can get a ride. Both schedules are available at <http://sagesnysaes.wordpress.com/student-car-schedule>.

Scheduling and Coordination

- ***Scheduled rides:***

At the beginning of each semester, the Vehicle Coordinator makes the SV schedule, which is to accommodate all who take classes in Ithaca. Anyone with the need of using the SV should inform the Vehicle Coordinator of their class schedules prior to the start of classes and also inform the Vehicle Coordinator any later cancellations or changes as soon as possible. Altered departure times are possible as long as all riders involved are in agreement.

- ***Non-scheduled rides:***

If one needs to take the SV at a non-scheduled time, he or she must notify other riders by emailing nysaes-students-1@cornell.edu stating your expected departure and arrival times 24 hours ahead. Anyone who wants to ride on that day should then contact the driver directly. In case of need to use the SV at the last minute, one should still send out email notification. In case of not being able to send an earlier notification due to specific situation, one should email the Vehicle Coordinator explaining the case within 24 hours after returning. **However, taking the SV without signing out (see protocol below) is not accepted under any circumstances.** SAGES checks the signing sheet and the SV regularly.

- ***Coordination:***

Normally, the vehicle is limited in its use to one round trip per day to prevent excessive mileage and to conserve fuel. With only one car available during this time, riders have to leave at the earliest requested departure time and wait in Ithaca until everyone is ready to return, or make other travel arrangements as noted below. If you need to request a change in the schedule, you must notify and receive acknowledgment from the other riders for that day. Scheduling should not make special accommodations for part-time students or non-student Cornell employees, unless agreed by all the student riders. The driver of SV for that day is obligated to coordinate everyone's schedule but also has priority – to a reasonable degree – in deciding departure time for justifiable reasons. In the event that scheduling conflicts occur and cannot be resolved by all students and employees involved, assistance will be provided by Pat Mahoney (Human Resources), Marc Smith (Assistant Director) or Dr. Randy Worobo (SAGES Faculty Advisor).

Eligibility

- As a general rule, everyone, including students and employees, must complete a Driver History Questionnaire and return the form to Pat Mahoney, Human Resources Manager in Jordan Hall PRIOR to driving any station vehicle. A decision on one's eligibility is made within 5 working days and he or she is not considered eligible to drive before receiving the affirmative notice. For the eligibility, the driver should have at least three years driving experience, including one year driving in USA. If the rider feels the driver's skills are inadequate or is uncomfortable he or she should report to Marc Smith, Assistant Director at the Station. Marc will then decide if the driver should continue to drive.
- Only students who are deemed as eligible may drive the SV, although any but only Cornell affiliated personnel is entitled to take the ride. Any student driver is also required to sign the SV Guidelines Agreement prior to first driving the SV. **Anyone who fails to abide by the Guidelines subjects to warning and in case of serious violation, suspension of eligibility to drive the SV for six month since the date of infraction.** Vehicle Coordinator and SAGES is responsible for supervising the proper use of the SV and also reinforcing the guidelines. Anyone may report any observed improper use of the SV to the Vehicle Coordinator at any time.
- The SV is **strictly** for use of transportation between Geneva and Ithaca for official academic business such as classes, graduate school visit, Gannett Health Services, workshops, campus job interviews. GPSA representatives are also allowed to use the SV for GPSA meetings.

Protocol

- When leaving Geneva: meet at the student vehicle near the gas pumps behind the Buildings & Properties General Services building. **Drivers should pick up the key and sign the Student Car Usage sheet at the Heating Plant. Take the key back when you return.**
- The van has N parking permits and can be parked only in N lots or TIER 1-5 lots. Please see the Student Vehicle Parking Map (located in the vehicle) for further clarification.
- When leaving from Ithaca: meet in the main lobby of Mann library, or wherever the group has agreed upon in advance.
- When in Ithaca, the vehicle may not be parked anywhere outside the campus. A map inside the glove box indicates permitted parking areas on campus.
- When in Geneva, park the vehicle in the last row of the General Services Building fleet car parking lot (near the grass) and refill the gas tank if less than 1/2 full in case the vehicle(s) need to be used the next day before the pumps are turned on.
- Log in the miles/usage in the notebook located in the front seat of the vehicle.
- In case of an accident, there are guidelines in the glove box on what actions to take.

The vehicle is scheduled for a regular maintenance to be performed at the garage once a week. If the mechanic finds a problem and the vehicle needs more serious work they will contact the students and the vehicle will be placed out of service. Immediately report any problems with the vehicles to the Fleet Garage (extension 2304), or to Ann Griner in Buildings and Properties Administration Office (extension 2301).

Tickets/Fines

While in possession of a student vehicle, you are responsible for any fines incurred due to traffic or parking violations. Note that you can appeal if tickets are issued by Cornell authorities: <http://www.transportation.cornell.edu/tms/cms/parking/campusparking/tickets/appealing/index.cfm>.

However, there is no guarantee that you will be relieved of the financial responsibility if you go through the appeal process.

Alternative Transportation

- ***Geneva-Ithaca Shuttle***

The Geneva/Ithaca Shuttle is the most recommended means of transportation between the two campuses. It runs for weekdays on a daily basis with two round trips. For detailed information, access the schedule at <http://sagesnysaes.wordpress.com/student-car-schedule>

- ***Station Fleet Vehicles***

To arrange transportation outside of the two assigned student vehicles it is possible to drive or travel as a passenger in Station fleet vehicles. These vehicles may be signed out from the Fleet Garage as a last resort, only when the student vehicles are unavailable. The cost is charged to your professor. As with all State vehicles, only people who are employed by Cornell (or Cornell appointed visitors) may drive or ride in any Station vehicle. You can access the daily schedule of Station faculty and staff who have reserved fleet vehicles at <https://www.nysaes.cornell.edu/db/carpool/carpool.cgi>.

- ***Departmental vehicles***

In addition, each department generally has one or more trucks, vans, or cars for getting to research plots, picking up supplies, and for other research-related purposes. Your major professor should be consulted when you need transportation for purposes other than getting to classes on the main campus, and the same driver eligibility rules apply to these vehicles.

- ***Other***

If transportation is required at a time that does not work with either the shuttle or SV schedules, please contact Nancy Long (npl1@cornell.edu, x-2288) at least 24 hours in advance to request a vehicle. If she is unavailable, please contact available personnel at the Administrative Service Center to do same.

**Student Association of the Geneva Experiment Station (SAGES)
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