

4/4/2013

## OPO VEHICLE USE POLICY

### OPO/DOC Vehicle Use

The Outdoor Programs Office (OPO) provides staff and affiliated student groups with vehicles for sponsored events. These vehicles are either leased to OPO or rented through the VOX Office. The driver of a Dartmouth vehicle must drive in a safe and responsible manner. The following guidelines are intended to encourage responsibility on the part of student and staff drivers for the maintenance and operation of our vehicles.

**Who Can Drive OPO Vehicles:** Only Dartmouth students and employees are eligible to drive College Vehicles after completing the College's driver approval process. Per Dartmouth policy first-year students cannot drive. In addition you must attend an OPO informational talk offered multiple times per term by the staff. Check the DOC and Outdoor Program web page for exact time, date and place. Driver's must receive an OPO driver card from the Vehicle Reservation Coordinator prior to receiving keys or driving.

### **Cost of Vehicle Use:**

The cost for DOC groups is .65 cents/mile. The cost for other OPO groups (ski team, educational programs) is \$40/day plus .50 cents/mile. Charges for use are determined at the end of the month through the log-in book entries. These vehicles are provided by the OPO to assist in carrying out the educational, social and service programs under the Outdoor Programs umbrella. OPO vehicles are not available to other College groups and departments, nor are they to be used for personal use.

### **Priority of Use:**

12 Passenger Savana – primarily used for DOC and Outdoor Programs use

- Official trips
- PE classes
- Other

Stake Truck – Cabin work crew during the summer, then Woodsmen's Team, then any course or trip with fewer than 6 people.

Bus #1 – Ski Team (Alpine)

Exclusive use – Nov 1-April 1 – General use at other times of the year.

Bus #2 – Ski Team (Alpine)

Exclusive use – Nov 1-April 1 - General use at other times of the year.

During DOC Trips – exclusive use of van and both buses

### **Reservations:**

To reserve a vehicle for an OPO/DOC-related activity: Complete a vehicle request form and return it to Julie Bell. If your club/program intends to use a vehicle on a weekly basis during the term – complete reservations for the entire term – this helps OPO manage vehicles more effectively. Cancellation: Alert Julie asap so she can fill other requests.

**Keys:**

The person requesting the vehicle should pick up keys from Julie Bell. Keys should be returned to her or to the drop box outside Room 119 immediately after use.

**Fuel:** If the fuel tank goes below half full on your trip you are responsible for filling the tank.

**OPO Vehicles** are refueled at the FO&M pump in the lot off of Lebanon Street (opposite the Jewel of India Restaurant) near the College smoke stack. This pump is open 24 hours a day and is accessed with a special green plastic key attached to each vehicle key. Place the gas hose in the tank and turn on the pump. Open the control panel and enter and turn the key into the slot. The machine will ask for a PIN number, enter it (2001) and then you will be asked to request a pump - press one: you will be directed to remove the key- gas will flow. On longer trips request a credit card from OPO Business Manager, Kathy Decato to refuel away from Hanover.

**VOX Vehicles** come with a fuel card to be used at commercial gas stations.

**Parking:**

**OPO Vehicles** are parked alongside Robinson Hall in our reserved spaces on the south side of Sanborn Lane between McNutt and Robinson Halls. Additional parking is available in OPO reserved spaces behind the white apartments at 17 W. Wheelock called the “West Wheelock Lot”. The Stake Truck is parked at a reserved space in the Thayer School of Engineering parking lot (Cummings Lot) above the cemetery. Vehicles should be left unlocked. Note: during the winter the ski team vehicles have exclusive use of the parking spaces on the Robinson side of Sanborn Lane.

**VOX Vehicles** and the Lodge truck, off season, are most generally parked in Dewey lot below the Medical School.

**Loading:** Vehicles can be loaded at the rear entrance to Robinson Hall. Secure loaded items to prevent injuries.

**Log-in Books for OPO vehicles:**

- 1) **Mileage** - Log-in books are used to record mileage and trip activity and are secured in metal clipboards kept in all OPO vehicles. Logs should be used for each instance of vehicle use. Record the number of people on the trip, beginning mileage, the driver's name and club/program before you start the trip. Record end mileage when you return.
- 2) Monthly mileage records will be reported to Julie on the fourth Friday of each month so the cost of use is inputted into the College financial system.
- 3) **Activity Report** - are used to report actual participants on a trip. This is important as an accurate record of who was on the trip and details of place and time, and in case there is a major emergency in the field. This carbon copied Activity Report should be filled out before departure and the pink copy left in the trips out box near the back door of Robinson Hall, and the yellow copy left in the Log-in book.
- 4) **Driver Talk** - A copy of this document is in each vehicle for your reference.

- 5) **PCMP Exception** – Using 15 passenger busses creates certain requirements for drivers. A description of these requirements is in the box. This may be necessary if you are pulled over and the officer is not completely familiar with the law. As a “non-business” entity, our drivers are not required to be over 21 years of age, nor do they need to carry current DOT medical certificates.

**Roadside Assistance:** During office hours call OPO at 603-646-2834 – After hours and on weekends call Safety and Security at 603-646-4000.

**Use of personal vehicles is discouraged.** Personal vehicles may not carry adequate insurance to cover the claims from an accident. Vehicles may be damaged and the College does not cover expenses associated with personal vehicles.

Exceptions are made on a case-by-case basis and require an approval process. If you are given permission to use a personal vehicle for an official College trip it must be pre-approved by the College for such use. The legal owner of the vehicle must complete an Owner Approval Form (Form II) authorizing use of the vehicle for official college trips/activities and identifying the student(s) authorized to drive the vehicle. The intent of this policy is to ensure vehicle owners know that their vehicle is being used in connection with College activity and that they assume liability. To assist students when requesting owner authorization to operate a vehicle, a sample letter requesting an owner’s permission to operate a private vehicle is included as Form III. Mileage will not be reimbursed for any vehicle not listed on the approved vehicle list.

You must complete an Activity Report Form prior to using a personal vehicle if it is an Official College Trip. No mileage reimbursement will be issued if a Trip Form was not completed prior to the trip/activity.

**Trips in excess of a 150 mile radius of Campus:** When traveling on or to Official College trips/activities which involve one-way travel in excess of 150 miles from campus, the following guidelines should be considered to reduce the possibility of tired drivers:

1. An overnight stay in the vicinity of the specified event the night before or the same night as the event, or
2. Name an additional approved driver not participating in the activity to share the driving responsibilities.
3. Limit driving to 3 hours or less at any one time. In adverse driving conditions you should change drivers every one or two hours.

DOC Drivers, working in groups of at least 3 drivers per vehicle, familiar with weather conditions (i.e. no southern drivers in snowy conditions), are able to drive for one waking day of 16 hours INCLUDING breaks.

This way, no one is forced to compromise any normal sleep on either end of the drive (either waking up early or staying up late).

With rotating shifts, no individual driver will exceed the commercial-standard 8-hour day of driving, and should drive for 3 hours, and rest for 3.

This gives us access to a number of great locations without having to make exceptions (which weaken policies) and allows for some freedom, but with responsibility and a clearly explicable delineation.

### **Vehicle Operation**

It is the responsibility of the driver and the club/team/program using the vehicle to insure the following regulations are followed:

- All drivers must have a current OPO Driver Approval Card.
- Drive with diligence at all times, following State of New Hampshire regulations or regulations for the state within which you are traveling.
- The number of passengers may not exceed the number of seat belts. All occupants of the vehicle are required to wear seat belts.
- Before operating vehicle, do a walk around check of the vehicle to note any potential mechanical issues as well any body damage that may be new. Avoid being charged for this – report before use. Ideally photograph the vehicle before and after use.
- Use turn signals.
- The Outdoor Programs Vehicle Accident Review Committee recommends the following procedures when backing a vehicle:
  - \*Ensure that mirrors are properly adjusted, including mechanical swing arms and housings and electronic dual-mirror controls.
  - \*When backing, use a single spotter outside the vehicle to help guide you
  - \*Ensure that this spotter is competent to guide the bus and has coordinated hand signals with the driver.
  - \* Make sure the driver knows what is behind the vehicle before backing
  - \* Get out and look around when possible
  - \* Over-compensate for problems such as malfunctioning mirrors, poor visibility
- \* The college has many vehicle choices and each vehicle has unique characteristics.
- \*Busses are hard to park and large vehicles have very wide turning radii.
- \*Backup cameras are only a tool to aid in vision and should not be relied upon exclusively to park or back a vehicle.
- Use headlights 1/2 hour before sunset and after sunrise and during periods of reduced visibility. (i.e. rain, fog, snow, etc.)
- Reduce speed according to weather and road conditions.
- Turn off the ignition and remove key when unattended.
- When traveling on unfamiliar roads, acquaint yourself thoroughly with routing/road map prior to departure.

- Allow plenty of time for contingencies when planning the time to arrive at your destination.
- The driver assumes all responsibility for any fines resulting from traffic or parking violations arising out of the use of a College vehicle.
- DO NOT drive while under the influence of controlled substances such as alcohol, drugs, or medications that could adversely affect driving performance.
- DO NOT pick up hitchhikers or unauthorized passengers.
- DO NOT use cell phone, stereo, tape recorder, or any other type of earphone equipment while driving.
- Watch out for animals such as deer and moose on the roads.

#### Traffic/Parking Tickets:

- drivers must obey the speed limit
- payment for any traffic or parking ticket is the responsibility of the driver
- Moving violations must be reported to OPO
- Moving violations may be reviewed by the safety committee and may result in the suspension or loss of driving permission

- **Seasonal Hazards include:**

- **Fall** - wet leaves alongside the road can make for slippery road surfaces.
- **Winter** – Icy roads, falling snow are hazardous, reduce speed, use extreme caution when pulling into traffic, taking corners, braking or accelerating on icy or snowy roads.

Driving a microbus or other large vehicles on back roads in NH and VT can be challenging. It is often hard to identify where the roadbed ends and the ditch begins. If you start to go in don't dramatically turn the steering wheel – it could cause the vehicle to rollover or the tire can act as a snowplow and not let you regain the roadbed. A slight angle to bring you back on the road should be attempted.

If you become stuck – try to use your cell phone to call for assistance. Don't abandon the vehicle, if you need to have someone walk to seek assistance travel in at least pairs. Leave at least two people with the vehicle.

- **Spring:** dirt roads can have soft shoulders due to the thawing of the ground. Soft shoulders can pull the wheels off the road and may cause the vehicle to roll over.
- **Summer:** heavy thunderstorms can reduce visibility.

#### VEHICLE ACCIDENTS:

##### *Accident Reporting*

At the scene of an accident; **regardless of the severity:**

- Call 911 if there are injuries.
- If, no injuries, call the police and obtain the name of the investigating officer.
- Obtain all information for the Accident Investigation form provided with the vehicle registration.
- Make no statement that would assume any obligation or admit liability.
- Provide the other party with insurance information contained in the vehicle, as well as your name, address and telephone number.
- State accident report filings vary and must be submitted accordingly. Ask the investigating officer for details.
  
- As soon as practical, contact Safety & Security, your immediate supervisor AND RICS at (603) 646-3839, to report the accident.
- Complete Dartmouth's vehicle accident report form found in the vehicle metal box with the mileage record, registration and insurance information. Completed forms are submitted to Julie Bell, Kathy Decato, Rory Gawler or Brian Kunz and will be shared amongst that list by whomever received it. Forms must then be sent to Dave Foster in the Insurance office, within 24 hours of the accident if possible.

### **Vehicle Maintenance**

In compliance with College Policy – all OPO vehicles will be regularly inspected and maintained on a quarterly basis. Robert's Auto Service (603-448-1381) at 258 Mechanic St. in Lebanon is the preferred provider of maintenance for vans, trucks and buses.

Rory Gawler – Assistant Director of Outdoor Programs – maintains the van, stake truck and buses. Coaches will be responsible for maintenance of the two minibuses during the ski season (see priority schedule).

Larry Hathorn – Facilities Assistant – maintains facilities truck, trailers, snowmobile and PB.

All maintenance records will be kept on file in Robinson. Vehicles are state inspected in March.

A checklist to inspect the vehicle before each use is attached to this policy. This will record body damage and maintenance issues.

**Additional Equipment:** OPO Leased vehicles will be equipped with the following:

Ice/snow scraper

Snow shovel

Flares/road markers

First Aid Kit

Fire extinguisher

**Insurance**

For OPO- vehicles or those obtained through VOX for club use, the College carries full insurance. However, there is a deductible cost for damages to our vehicles and to other vehicles if we are at fault. The deductible is \$1000/occurrence. Losses within the deductible are the responsibility of the club/program. The Vehicle Accident Review Committee reviews vehicle incidents/accidents to assess responsibility and assign repair costs to the Club, division or program.

For Personal vehicles, however, even if used for Official Trips/activities, the College offers no coverage, and most notably, no personal injury insurance. Therefore, when you ask people to drive their personal vehicle (which must be approved for use on Official Trip/activity) it is your responsibility to tell the passengers that the College provides no insurance coverage.

**Risk Management Sub-committee Vehicle Accident Review Committee -**

**FUNCTION:** To enhance DOC/OPO transportation and vehicle safety and to review and learn from accidents and incidents involving drivers of Outdoor Programs vehicles. To make recommendations regarding club/program financial responsibility and driver privileges.

**PURPOSE:**

- (1) To determine causes for vehicle accidents or incidents and to ascertain if driver negligence, unsafe operations, or violation of College/OPO policy or state law contributing significantly to the accident and incident
- (2) To recommend the distribution of costs to clubs or programs resulting from the accident or incident. The college has a \$1000 deductible/incident, and in the case of a two vehicle accident would trigger a second incident (\$1000).
- (3) To recommend whether the driver should remain on the drivers list.
- (4) To recommend policies or practices to enhance safety and mitigate risk.

**DUTIES:** Upon notification by the Director of Outdoor Programs to meet as soon as possible after an occurrence so as to review, discuss, and draw conclusions regarding the purpose as stated above, and advise the Director of OPO on the appropriate action to be taken. Recommendations of the committee will be recorded and retained in written minutes.

**NOTE:** Any accident exceeding \$500 in damages may warrant a temporary suspension of driving privileges until the Accident Review Committee meets to determine responsibility.

**COMMITTEE COMPOSITION:**

- One representative of the Risk Management Office (Dave Foster)
- One representative of the OPO Safety Board –  
Safety Officer of the DOC
- Non-student member of the DOC Advisory Committee
- President or Vice President of the Outing Club

Deputy Director of Outdoor Programs  
Assistant Director Outdoor Program



## Vehicle Condition Report

Vehicle \_\_\_\_\_ Date \_\_\_\_\_ Name \_\_\_\_\_

To keep our fleet of vehicles reliable we need accurate detailed information of any problems. This form is designed to pinpoint any problems so that we can have it fixed as promptly and efficiently as possible.

### **Engine:**

does not start  idle speed too high  unsteady idle  
 does not turnover  difficulty turning over  stalls when starting  stalls when accelerating  hesitates  stalls when decelerating  knocks or pings  
 backfires  speed changes without touching accelerator  noticeably poor gas mileage

### **Noise and Vibration:**

noise  vibration  both apply  when engine is running and vehicle is moving  
 when engine is running and vehicle is not moving  when braking  when accelerating  during normal acceleration  when decelerating  during normal deceleration  when turning  when in reverse

### **Transmission:**

difficult to shift, does not shift properly  does not upshift  
 does not downshift  slippage  will not shift at all  shifts prematurely or slowly  
 shifts harshly  makes unusual noises when shifting

### **Brakes:**

Problem exists with:

front brakes  rear brakes  both front and rear  unable to determine  brake pedal must be depressed fully for vehicle to stop at any speed  brake pedal must be pumped continuously for vehicle to stop  brakes make the following sounds:  squeaking  grinding  squealing  rattling  
 vehicle pulls to one side when braking

### **Front End Alignment Steering and Handling:**

vehicle shakes when in operation  vehicle vibrates when in operation  vehicle ride is rough and uneven  excessive steering required for vehicle to stay on course  
 steering wheel feels "tight" when making turns  steering wheel feels "loose" when making turns

### **Electrical**

Is there a problem with?

lights  front  high beams  reverse  taillights  left turn signal  right turn signal  
 hazards  interior dome  dashboard display: please describe: \_\_\_\_\_  
 windshield wipers  windshield wiper spray  rear defroster  security system

### **Heating and Cooling**

air conditioner does not have cooling effect at all  air conditioning not cold enough  
 air conditioner takes an abnormal amount of time to cool interior  heater does not have heating effect at all  heater does not have proper heating effect  heater takes an abnormal amount of time to function  airflow does not function properly  airflow does not function through the following vents:  center  driver-side  passenger-side  
 floor  defroster  temperature fluctuates greatly  difficulties with air intake:  
 recirculating air  outside air  system makes unusual noises or vibrations

### **Body and Paint – drivers should use their cell phone or cameras to photograph the vehicle's condition prior to use in case of questions of damage that may arise later.**

repair required:  body work  panel alignment  paint work  air leaks  
 water leaks - where:  door panel  hood  right fender  left fender  right quarter panel  left quarter panel  trunk  roof  grille

**Other:** Please describe in detail any previously checked item, or add other items not listed.

<i>College policy requires that this report be filed within 24 hours of occurrence. This report must be completed in its entirety and faxed to Risk Management at 646-9199; mail original to HB 6012. Omission of information could result in a delay of benefits. \$1,000 deductible applies to all losses.</i>				
Date of Accident:	Time:	AM / PM	Place:	
Accident Description: (Describe in detail, note street names, direction of travel, points of contact on vehicles, etc.)				
Speed of College Vehicle:	Other Vehicle:	Posted Speed Limit:		
<b>DARTMOUTH COLLEGE VEHICLE INFORMATION</b>				
Driver:	Date of Birth:	Phone:		
Address:				
Department:	Driver's License#:			
Student: Yes / No	Employee: Yes / No	Purpose of use:		
Year:	Make:	Model:	Vehicle #:	Seat belt used: Yes / No
Damage Sustained:			Repair Estimate:	
<b>OTHER VEHICLE INFORMATION</b>				
Driver:	License #:	Phone:		
Address:				
Owner:	Phone:			
Address:				
Insurance Company:	Policy #:			
Year:	Make:	Model:	Registration #:	
State:				
Damaged Sustained:			Repair Estimate:	
<b>OCCUPANTS/WITNESSES: (Provide name, address, phone # and if pedestrian, in College vehicle, or in other vehicle)</b>				
#1:				
#2:				
#3:				
<b>INJURIES (Please provide name, address, phone #, injury and if pedestrian, in College vehicle or in other vehicle)</b>				
#1				
#2				
#3				
<b>OTHER PROPERTY DAMAGE:</b>				
Owner:	Phone:			
Address:				
Property Description:				
Damage Sustained:			Repair Estimate:	
<b>RESPONDING LAW ENFORCEMENT AGENCY:</b>				
Safety & Security Notified?	Yes / No	Officer:		
Police?	Yes / No	Department:	Officer:	
Address:			Phone:	
Photos taken?	Yes / No	By Whom?		
<b>CONDITIONS</b>				
Weather: Clear / Rain / Snow / Sleet / Fog		Surface: Paved / Concrete / Gravel / Dirt		
Light: Daylight / Dark / Dawn / Dusk / Artificial Ruttet		Road Condition: Dry / Wet / Snow / Icy /		
Driver's Signature:				Date:
Supervisor's signature:				Date:

### OPO Driver talk

Sheet		Date		
Performed By	Brian Kunz	Department	Outdoor Programs	
First Name	Last name	signature	ID #	Club
Signature				