RULES GOVERNING USE OF TUCKER FOUNDATION VEHICLES

These rules are very important for protecting personal safety and program liability. If these standards of use are not followed, the privilege to use College vehicles could be eliminated, and with it, the viability of the community service programs at Tucker. There are not enough vehicles to meet the needs of students in Tucker Foundation programs. Please help us use this resource efficiently and with consideration of others!

RULES FOR LOGISTICS:

Only students and staff in recognized Tucker Foundation programs may use vehicles. Only Dartmouth College Authorized Drivers with a current driver authorization on file may drive.

• Never use a Tucker/VOX vehicle for personal use, or any use unrelated to the Tucker program for which you have reserved the vehicle.

• If you lose the key to the vehicle you will be responsible for the cost of replacing it (this could be as high as $300.00).

• If you lose the gas card, you will be responsible for paying the $10.00 replacement fee.

• Nobody may ride in Tucker or VOX vehicles unless they are directly associated with the Tucker Program for which the car is reserved. For example, do not bring along in the car your uninvolved friends, or the non-enrolled siblings or friends of children in our programs. Do not offer rides or pick up hitchhikers.

• You must identify yourself in order to take a vehicle. No exceptions. You must sign the car out on the sign out sheet.

• Tucker car reservations are now made online at [http://veribook.com/#vs=HomePageState&hId=1](http://veribook.com/#vs=HomePageState&hId=1). On-line reservations are encouraged and must be made 24 hours in advance; same day reservations will need to be made in person at Tucker depending on availability. Do not go to Safety and Security to reserve a car.

• Pick up and return keys to the Tucker Foundation between the hours of 7:00 AM and 4:00 PM weekdays. Go to Safety and Security to pick up and return keys before hours, after hours and on weekends.

• Certain ongoing carpools, vanpools or vehicles for special events are reserved by Tucker through the VOX car system. Those keys are located at the VOX office in Mackenzie; keys are picked up and dropped off there during VOX office hours of 7:30AM - 4:30PM weekdays. Keys for weekend VOX reservations must be picked up in advance, during regular office hours. VOX vans and buses are located in the Dewey lot.

• When you reserve a car, double-check your entry for leave and return time, day, and correct vehicle. Reservation errors cause serious conflicts, lost time, and community disappointments. Be punctual!

• You must release your reservation if you find you will not need the vehicle. This may be done via Veribook, email, or phone. A reserved car will not be held for more than 15 minutes. Failure to release an unused vehicle is a violation and may result in penalties and or a charge to your program!

• All cars must be returned by 11:00 PM unless otherwise arranged with Tucker.

• You may only reserve a car for up to 4 hours per day unless otherwise arranged with Tucker.

• Tucker cars have designated, marked parking in the lot north of the McLaughlin Cluster - this is the small lot off the road just behind the McLaughlin Cluster. Please park the cars in the appropriately marked spots. If Tucker spots are filled with unauthorized vehicles, park at the Roth Center or in Dewey Lot, and let the Tucker Foundation know, so the next person can find the car.

• Always return the car to the designated parking lot no matter who is using it next.

• It is the responsibility of ALL drivers to make sure that the trash is removed from the vehicle when it is returned to the lot. It is not the next driver's responsibility to clean out the vehicle so they can use it before they can go to their destination. If a vehicle is picked up and there is trash left in the vehicle, then the program that last reserved that vehicle will be fined a $30 cleaning fee (this fee will be taken directly out of the program budget). See Penalties for consequences.

• All parking or speeding violation fines are your responsibility. Tucker cars are NOT exempt from any parking restrictions on or off campus. Obey the rules.

• Fuel for vehicles: There is a gas card with each set of keys; gas may be purchased at any gas station. You must return the car with a minimum of a half of a tank of gas when you return it to the lot north of the McLaughlin Cluster. See Penalties for consequences.

• FIRST YEAR STUDENTS MAY ONLY DRIVE WITHIN A 100 MILE RADIUS OF HANOVER.
RULES FOR SAFETY AND EMERGENCIES:
1. Do not drink and drive—EVER!
2. No alcohol - open containers or closed - in Tucker or VOX vehicles—EVER!
3. Seat belts must be worn by all occupants in Tucker or VOX vehicles, NO EXCEPTIONS! If a situation arises that requires you or any passenger in the vehicle to remove their seatbelt, PULL OVER AND STOP THE CAR until the situation is resolved.
4. No distractions while driving! No eating or drinking while driving. No cell phone or other portable electronics usage, no ear-buds, no fiddling with the radio or CD players- keep your eyes and ears on the road, drive responsibly at all times.
5. Do not drive in hazardous weather. Observe all safety precautions. If the weather is questionable check with Tucker to see if the cars have been or will be grounded. DO NOT DRIVE IF YOU ARE UNCOMFORTABLE AT ALL WITH CURRENT OR PENDING CONDITIONS!
6. Be sure to turn off headlights when returning the vehicle.
7. Be sure to release the emergency brake ALL THE WAY before driving off.

Advice: You can find yourself in serious trouble by doing what you thought was a simple little bending of the rules. For example: even though you may already have a vehicle out for a legitimate Tucker purpose, DO NOT extend its use for personal purposes such as going shopping, moving your belongings across campus or giving a friend a ride, to mention only a few examples.

PENALTIES to individuals and groups will be imposed if a vehicle they have reserved is not taken out:

- For VOX Vehicles: If a Tucker Program or individual doesn’t take out a VOX vehicle that it has reserved or does not give 24 hours notice of a VOX reservation cancellation, VOX will fine the cost of that vehicles’ rental fee, and this fine will be charged to the program.
- If an individual student driver or Tucker Program does not take out any Tucker vehicle that it has reserved, Tucker will penalize individuals and/or the program according to the number of violations previously made:
  - 1st offense: Warning to offender, student director, program chair, advisor and manager
  - 2nd offense: Loss of driving privileges for at least one week
  - 3rd and subsequent offenses: Suspension of driving privileges for an appropriate period of time (to be determined case by case), if an individual fails to adhere to the rules of vehicle use, driving privileges may be revoked permanently.
- All other serious violations of these rules and unauthorized or inappropriate use of Tucker vehicles will incur a loss of driving privileges for a period of time to be determined on a case by case basis. In cases of serious misappropriation of this resource monetary fines and or referral to College discipline procedures or filing of criminal complaints may occur.
- Loss of eligible drivers (even for a short time) will greatly impact your program's ability to function!

I have read and understand the Tucker vehicle rules. I agree to abide by these rules.

_________________________________ Signature  ______________________________ Date
_________________________________ Print name  _______ Class_________ Hinman Box
_________________________________ Program Name  ___________________________ Cell Phone

Revised 4/17/2014