

Motor Pool Vehicle Policy and Guideline
January 1, 2015

INTRODUCTION

The purpose of this policy is to inform users of Gustavus Adolphus College Motor Pool vehicles (other than Large Vans, 8 to 10 passengers) of the requirements for operation and use. (Please see the Large Passenger Van Policy for Large Van use)

- 1) Beginning January 1, 2015, Gustavus mini-van operators will be required to complete online training. Renew online every 4 years.
- 2) Beginning September 1, 2015, motor pool passenger car operators will be required to complete online training. Renew online every four years.

To register for Large Van and vehicle training, please follow the instructions posted on the vehicle policy webpage on the Campus Safety Website: <https://gustavus.edu/safety/policies/vehicle.php> or contact Campus Safety at (507)933-8809

I. PREPARATIONS BEFORE DRIVING

- A.** Motor Pool Vehicle Drivers must be properly licensed to operate Gustavus Adolphus College vehicles. Drivers have no special driving privileges or law exemptions unless authorized and may not operate motor pool vehicles with a suspended or revoked license. Vehicle or operators must know and follow the procedures pertinent to their job. Have your driver's license with you when driving.
- B.** Walk around the vehicle to do a quick visual inspection. Look for new dents and fluids leaking from beneath the vehicle; check light covers, tire condition, etc. With the help of someone in the driver's seat, check the running lights, turn signals and brake lights. Report any deficiencies to the Vehicle Shop immediately.
- C.** **The driver and all passengers must wear seat belts while the vehicle is operating.**
- D.** Keep the Vehicle clean. Remove all trash from the inside of the vehicle at the beginning and end of your trip. If the previous user has not done this, please note on your trip report.
- E.** Adjust the seat, mirrors and tilt steering wheel before starting the vehicle. Do not attempt to adjust the seat or steering wheel while driving.
- F.** Make sure the gas tank is full. College vehicles take regular unleaded gas of at least 87 octane.
- G.** Record the starting mileage and remember to record the mileage again at the end of the trip.
- H.** Cell phone use by the driver is prohibited while the vehicle is in operation. Pull over to a safe place to communicate.

- I. Remember, when driving a college vehicle you are representing Gustavus Adolphus College. Traffic violations, citations, fines issued to the driver are the responsibility of the driver.
- J. **Do NOT carry more than the recommended number of passengers (including the driver) and cargo in any vehicle. Individuals 18 years of age or younger and who are not enrolled as a Gustavus Adolphus College student are prohibited from riding in any vehicle.**

II. SAFE DRIVING GUIDELINES

A. Basic Safety

1. Drive defensively – assume that others do not.
2. Obey all traffic laws. Do not exceed posted speed limits! **The speed limit for the roads on Campus is 20 mph.** Always drive carefully and be aware of pedestrians and bicyclists.
3. Do not drive under the influence of drugs or alcohol. If you have consumed any alcohol in the previous 12 hours, **do not drive.** This does not simply mean you must be below the legal blood alcohol limit of .08%. This means **any amount** of alcohol. The same is also true for any medications or drugs that can affect one's driving ability that may cause drowsiness, etc.
4. Be aware of curbs, posts and other vehicles when driving. Use your mirrors to find out where you are relative to the boundaries of your lane, and how close you are to objects alongside the van.
5. **Fully loaded vehicles are heavier than passenger cars! It will take more time and distance to stop a van than a car.** This is especially true when the van is carrying many passengers and/or cargo. To compensate for this extended stopping distance:
 - a. Use a light foot on the gas. Accelerate slowly and evenly to your desired speed. Accelerating too quickly will require braking to keep your speed under control.
 - b. Maintain at least a 5 second following distance at all speeds. **DOUBLE YOUR FOLLOWING DISTANCE IN POOR CONDITIONS.** In rain, snow, sleet, fog, etc., turn headlights on and drive at a speed that will allow you to stop within the distance you can see ahead.
 - c. Use the road to help control your speed. Anticipate that an uphill stretch ahead will slow the vehicle, so use the incline to help you slow down. Freeway off-ramps are a great example: just coast to the top! Because down hills will add to your speed, let up on the gas before you come over the top and start to descend.

- d. Learn to **COVER THE BRAKE**. Watch the road ahead for problems that will require you to brake. When you see brake lights come on in traffic ahead or cars with turn signals on, or curves in the road, move your foot from the accelerator and hold it above the brake pedal. The vehicle will begin to slow even before you decide that you really do need to apply the brakes, and your braking distance and time will be shortened because you are anticipating the need to stop.
 - e. Generally plan ahead, look ahead, to the sides and in your mirrors, and start breaking earlier than you think you need to.
6. Remember that your brakes are a finite resource. Constant braking can lead to brake failure. Instead, use the transmission to help hold your speed down on long or steep down hills. Slow down before you begin to descend.
 7. Use extreme caution when passing other vehicles. On the interstate or other four-lane roads remember the following rules:
 - a. Before pulling out to pass, check your mirrors and turn your head and look into the vehicle's blind spot on the left side. Signal your intention well in advance.
 - b. Maintain a steady speed while passing, and stay in the center of your lane. You should not need to go to the extreme left side of your lane while passing -- this only puts you at risk of driving off the road into the median.
 - c. After you have passed the other vehicle, signal early before returning to the right lane. You will know you have given the other vehicle enough room when you can see him clearly in your rear view mirror (not the right side mirror). You may also ask for a visual check by a passenger (in addition to you checking your mirrors) before pulling back to the right lane. More room will be needed if you are pulling a trailer!
 - d. Avoid driving in the left lane on expressways for extended periods. Faster vehicles will begin to pass you on the right, creating difficulties for you since you cannot see well on that side. Traveling alongside another vehicle reduces your ability to maneuver -- you will have nowhere to go if you need to change lanes. Try to avoid passing at all on two lane roads, or any time passing will take you into a lane used by oncoming traffic. If you find yourself behind a very slow moving vehicle (farm machinery), do not try to pass until you are certain you have enough room and sight distance to do so safely. There is no rush.
 - e. Be aware of public safety and highway maintenance vehicles on the shoulder of the road. On a four lane road, if you have room to move over to the open left lane, you must do so. Return to the right lane after passing the vehicles on the shoulder.

8. Drive with both hands on the wheel (in the 9:00/3:00 or 8:00/4:00 position), especially in heavy traffic, bad weather or winding roads. Accidents are more likely when the driver is rushing to meet a schedule or the driver's attention is focused on things other than the road; for example, changing the radio station, trying to eat, reading a map, or looking back at the passengers behind him/her. It is a good idea to have the person “riding shotgun” assist in navigating, adjusting the radio, etc. As far as schedules go, be late instead of not arriving at all. Driving safely take priority over schedule problems at all times.
9. Stopping and changing lanes in a van can take a lot of distance. You will need to be constantly aware of traffic and road conditions ahead of and around your vehicle. Check your mirrors frequently to:
 - a. See where other vehicles are. Has an overtaking car moved into your blind spot? Do you know where you can go if you have to change lanes quickly?
 - b. Shift your forward vision from near and far frequently. Know what is going on around you and look far enough ahead (**10 to 15 seconds, or 1/4 mile at 60 mph**) to be able to deal with upcoming road or traffic problems.
10. The vans are equipped with cruise control. If you are not familiar with cruise controls, read the owner's manual (prior to driving) before attempting to use it. It is imperative that you pay full attention to the road when the cruise control is on. This is not autopilot! **DO NOT USE CRUISE CONTROL ON SLIPPERY ROADS, ON WINDING OR UNPAVED ROADS, IN HEAVY TRAFFIC OR CONSTRUCTION WORK ZONES, OR IF YOU ARE TIRED.**
11. Monitor the dashboard gauges while driving. If a warning light comes on, or if a gauge indicates a problem, pull over safely, stop the engine and check to see what the problem is.
12. Lock and secure the vehicle and make sure to lock the back doors and all side windows, as well as the front and side doors.

B. Backing Vehicles

1. Do not move until you have walked around the vehicle to examine obstacles and are certain you will not hit something. If there is someone else in the van with you, have them get out to act as a spotter to direct you around posts, cars, or other objects in your path.
2. Back to the left, if at all possible as you will be able to see better
3. Be sure to roll down your window so that you can hear the spotter. Make sure the spotter stays safely away from the vehicle and is clearly visible to you at all times. If you lose sight of your spotter, **STOP!**
4. **USE YOUR HORN TO GIVE A SHORT WARNING HONK BEFORE YOU BEGIN TO BACK UP.**

C. Driving with Passengers

1. The driver is responsible for the safety of all passengers in the vehicle.
2. **The driver and all passengers must wear their seat belts at all times!** All passengers must be seated and the driver and all passengers riding in the passenger compartment of the vehicle must wear seat belts. Use additional vehicles for extra personnel so that all drivers and passengers can wear seatbelts.
3. End gates, tail gates must be in place and latched and all loads must be secured. All doors must be closed.
4. **PASSENGERS ARE NOT ALLOWED TO RIDE IN A STANDING POSITION, OR WITH ARMS OR LEGS OUTSIDE OF THE VEHICLE BODY, OR SEATED ON SIDE FENDERS, CAB SHIELDS, BUMPERS, TAILGATES OR TRAILERS. NO ONE IS ALLOWED TO GET ON OR OFF A VEHICLE IN MOTION.**
5. The driver should not allow any horseplay that might lead to an injury or distract the driver.
6. Smoking and/or consumption of alcohol are prohibited in the van.
7. You should not drive with the rear door windows open, since exhaust fumes could be drawn into the van.
8. Cell phone use by the driver is prohibited while the vehicle is in operation. Pull over to a safe place to communicate.

D. Driving on long trips.

1. Safe driving requires concentration and can be tiring. Change drivers every three hours to avoid driver fatigue. If the current driver is having trouble keeping his/her eyes open, or is feeling particularly tired, he/she should pull over at the first safe spot to do so and change drivers. If all approved drivers in the van are too tired to continue driving, **STOP AND REST**. Remember that if the driver falls asleep at the wheel, everyone in the van could be injured (or killed)! **DON'T DRIVE WHEN TOO TIRED TO DO SO SAFELY.**
2. On long trips, the "shotgun" passenger should stay awake to assist the driver with navigation, help in passing, and to help keep the driver awake with lively conversation.

E. Driving on unpaved roads

1. **Do not exceed the speed limit** on narrow unpaved roads.
2. Braking is tricky on gravel and dirt, since the van can skid easily. Consider using a lower gear to keep your speed down and save the brakes.
3. Lookout for washboards (tightly spaced ripples) in the road surface. These can cause the van to "float" off the road.
4. It is best to drive in the center of the road, except when entering a sharp turn, being approached by another vehicle or approaching the top of a hill; shoulders can be very unstable and may give way under your vehicle.

5. When being approached by another vehicle on a narrow dirt road, move slightly to the right and stop. Give the other driver room to negotiate in order to pass safely. Be careful not to pull off onto an unstable shoulder. You may need to back up to a wider part of the road -- use spotters.
6. Consider using the horn on blind curves. At night, you may see the headlights of oncoming vehicles before you meet them. Flash your own lights from high to low and back as you enter a sharp curve to let oncoming cars know you are in the curve.
7. Make U turns only at safe turnarounds, not in the middle of a narrow road.
8. If you can hear the transmission constantly switching in and out of overdrive while driving on mountainous roads, turn the overdrive function OFF.
9. Turn Overdrive OFF if you downshift to control your speed.

III. EMERGENCIES:

1. In case of an accident, **stay on the scene until police arrive**. Do not attempt to assess blame. Complete the Accident Information Form contained in the motor pool vehicle pouch. If an accident or mishap that involves personal injury, a First Report of Injury must be completed for employee injuries and submitted to Campus Safety.
2. In an accident or mishap that involves personal injury: Contact the Gustavus Adolphus College Department of Campus Safety at (507) 933-8888. **Do not make statements to the Press**, but refer any questions to the Office of Marketing and Communications.
3. In any accident or mishap that involves injury or that will require repairs to the van: have a police report done as soon as possible and obtain a copy of the report or arrange for one to be sent to Campus Safety for insurance purposes. Take photographs of the scene and vehicles involved if possible.