

Use of Clerc Center Vehicles

Last Revised: 24 February 2011

Refer Questions To: Institutional Compliance Manager, Administration & Operations

Related Guidelines:

- *Driver Screening*

Related Forms:

- *Pre-Trip Checklist*
- *Post-Trip Checklist*
- *Accident Report*

Scope

These guidelines apply to Clerc Center teachers and staff who are authorized to drive Clerc Center vehicles.

Procedure

Rationale

To keep students and other passengers safe and to keep the Clerc Center vehicles in working order, drivers must adhere to all procedures regarding safety, vehicle operations, reservations, and emergencies.

For Every Trip

- Vans must be reserved via the CCOMS reservation system.
- Keys to vans can be obtained from either the MSSD front office (during standard business hours, 8 a.m. – 4 p.m.) or from a member of the Student Life Operations Team, after hours.
- Drivers must fill out the Pre-Trip Checklist, which involves a thorough inspection of the vehicle inside and out, prior to the trip, and the checklist must be on file with either the MSSD front office or with the student life manager on call (after hours). This needs to be done for each trip off campus, and each day for trips within the perimeter of the University's campus.
- Drivers are required to fill out the log book entry for the trip, including the driver's emergency contact information. The log books are to be kept at the MSSD front office during regular business hours and with the student life manager on call (after hours).
- Obtain all student health information and emergency contact information for each student riding in the van from the respective school's front office prior to any trip. Keep this information in a secure location for the duration of the trip.
- In case of an emergency, drivers will be responsible to summon assistance, provide emergency services personnel with adequate medical information about student passengers, notify the student life manager on call or a member of the senior leadership

team, and complete an accident report. Contact information for student life managers and senior leadership team and accident report forms are included in the binder in the van.

- Immediately upon returning from the trip, the driver must fill out the Post-Trip Checklist, which is available from the binder in the van.
- Turn in Post-Trip Checklist and keys forms to either the MSSD front office (between 8 a.m. and 4 p.m.) or student life manager on call (after hours).
- Return all student health and emergency contact information to the respective school's front office after every trip.

Hours of Use

- Vans are to be used from 6 a.m. to 11 p.m.
- Vans cannot be used during the late evening and early morning hours (after 11 p.m. and before 6 a.m.), except in cases of an emergency and approved by either the principal or a member of the senior leadership team.

Trip Distance and Van Capacity

- In addition to the driver, an additional Clerc Center teacher or staff member, who is not related to the driver, should also accompany the group in the van on every trip. Exceptions can be made for trips within a 12 mile radius that involve no more than two students or in cases of an emergency, but must be approved by either the principal or a member of the senior leadership team.
- If students are to be transported, Clerc Center vehicles are to be used only for short trips, within a 60-mile radius (e.g. Frederick, Md.) of Gallaudet University. Otherwise, trips to destinations that exceed the 60-mile radius, and involve transporting students, should be made through the Gallaudet University Transportation Department for the use of their buses and drivers.
- Exceptions can be made in case of emergency, to support program needs to transport staff or cargo beyond the 60-mile radius, or when all other transportation options, including school bus, public transportation, and/or parental transport, have been exhausted. However, any exception must be pre-approved by the vice president or the executive director, administration and operations.
- Van capacity should never be exceeded. The 12-passenger vans are required to have two teachers/staff members and no more than 10 students. The 7-passenger van is required to have two teachers/staff and no more than 5 students.
- It is recommended that the second adult sit where he or she can best monitor the students, which may mean sitting in one of the rear seats.
- Students are not permitted to sit in the front passenger seat.

Driving

- Food or drinks, except for water, should not be consumed in the vans.
- Smoking is not permitted in the vans.
- Drivers must obey all traffic laws, including seat belt use and traffic signal compliance.

- Keep at safe speeds and do not exceed posted speed limits. Drivers may need to lower speed to accommodate inclement weather conditions.
- Do not engage in aggressive driving. Remember the primary purpose of driving Clerc Center vans is to deliver your passengers safely.
- Park in well-lighted, safe areas.
- Do not leave keys in the ignition. Lock the van at all times. Do not leave valuables in view or on the seat.
- As per the identification badge procedure, Clerc Center teachers and staff must wear their ID badge at all times when using the Clerc Center vans.
- Be mindful that the vans need a 7' clearance. Use caution and judgment when entering tunnels and parking garages, or going under low highway overpasses. Stickers with each van's specific height and necessary clearance level are posted in the vans.
- Take the safest possible routes to the destinations. Be mindful of possible construction/road work delays. Avoid parking in muddy fields or other locations that could lead to vehicles being stuck or damaged.
- Never overload the vehicles. Do not stack cargo or boxes onto the seats of the 12-passenger vans. Luggage needs to be kept on the floor or under the seats. The smaller, 7-passenger van can be used as a cargo van if seats are folded down into the floor.
- Drivers must demonstrate good judgment and responsible conduct with performing non-driving duties. Driving is a privilege, not a right.
- Do not use cell phones or text while driving. When using GPS devices, always input the address prior to starting the vehicle. Do not make adjustments to the GPS search while driving.

Fuel/Parking/Tolls

- The van gas tanks should be filled with regular, mid-grade 89 octane gasoline.
- The Gallaudet University gas tank filling station is located adjacent to the Appleby Building. The Appleby pump is available Monday through Friday, 9:30 a.m. to 6 p.m. Requests for fuel during those hours should be made to and coordinated by the MSSD support specialist.
- No vehicle should be used for any trip off campus unless the tank is more than half full, and gas tanks should never be returned with less than half a tank of gas. Gas levels should be accurately marked on the pre- and post-trip checklists.
- If the tank needs to be filled while on a trip, receipts must be kept for all gasoline purchases and turned into the front office for reimbursement within one week of the trip.
- Receipts for parking or tolls must be turned in to the front office for reimbursement within one week. As per standard petty cash procedures, drivers will not be reimbursed for any expenses without a receipt.

Emergency Situations

- Emergency supplies—triangles, fire extinguisher, safety flares, and a first aid kit—are located in the van.

- A copy of the insurance card and registration is located in the glove compartment.
- If involved in an accident, stop. Secure the vehicle. Turn on four-way flashers. Set out emergency triangles or flares within 10 minutes of stopping.
- Check for injuries. If anyone is injured, the driver should assist as needed and/or is prudent until emergency responders arrive on the scene.
- Keep documentation. Record a seating chart of the passengers at the time of the incident, and any other details of the event. Draw simple diagrams to show what happened. Take pictures of the accident scene with a Blackberry camera or camera. This will help all parties remember critical facts upon return to campus.
- If an evacuation of the vehicle is necessary, do so safely. Keep students and other passengers together in a safe location. Do not leave students unattended.
- Obtain the other driver's information, including name, address, insurance information, and description of the vehicle.
- Contact the police in the local area of the accident. If police cannot be reached, call or text Gallaudet DPS and ask for assistance.
- Get the case number, business card, and any other important information from the responding police officer.
- If in an accident, contact DPS and the driver's supervisor immediately. If unable to reach the driver's supervisor, contact a member of the Clerc Center senior leadership team. The Clerc Center senior leadership team member will ensure both Risk Management and Transportation Departments are informed. An emergency contact list can be found in the vehicle's binder.
- DPS should also be contacted in the event of a flat tire or other vehicle malfunction.
- Report all accidents—no matter how small—on the accident report forms, which can be found in the glove compartment in a yellow envelope. These need to be filled out and submitted within 24 hours of the incident. Individuals involved in an accident will need to comply with any possible follow-up requests from the Clerc Center, the Department of Transportation, Risk Management, or Gallaudet's insurance carrier.
- Report any damage to van exteriors on the Post-Trip Checklist.

Tickets/Moving Violations

- If you receive a parking ticket, speeding ticket or any other fine or moving violation, you are solely responsible to pay the fines.
- As soon as possible, submit a copy of your ticket, proof of payment of fines, and any supporting documentation, to the MSSD support specialist.
- If you are contesting the ticket you will still need to submit a copy of the ticket and any supporting documentation to the MSSD support specialist as soon as possible.

Approved by: Senior Leadership Team (SLT)