PRESCOTT COLLEGE

TRANSPORTATION
PROGRAM
MANUAL

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INTRODUCTION

The Offices of Facilities Management and Field Operations operate together in order to offer professional fleet management in support of the mission of all Prescott College departments.

To serve this need, Prescott College has a sizable fleet of motor vehicles and trailers. Facilities Management and Field Operations have the responsibility to manage our vehicles in a manner that reflects high standards for both safety and performance. Furthermore, we are obligated to operate our vehicles according to the laws and regulatory requirements of the various jurisdictions where we operate.

Our responsibilities to transportation safety are a part of a community effort. A major transportation accident at Prescott College would have serious consequences including personal injury, financial loss, insurance loss and public criticism.

Prescott College expects all drivers to support and uphold the College's efforts in the responsible operation of its motor vehicle fleet. This manual is required reading for program administrator's, department supervisors, faculty and staff.

Safe Journeys,

Tyler Gatton

Field Operations
PART 1 TRANSPORTATION PROGRAM MANAGEMENT

1.1 Goal

The goal of the Transportation Program is to support the safety objectives of Prescott College by minimizing the risks associated with the transportation of our students, faculty, and staff.

The safety objectives of Prescott College are:

a. To prevent all fatalities, disabling injuries, and serious illnesses.
b. To reduce the rate of other accidents, damage to equipment, injuries, and illnesses.

1.2 Purpose and Authority of this Document

The purpose of this document is to communicate policies, procedures, and guidelines governing the safe and effective use of our vehicle fleet. These transportation program standards will be under the direct supervision of the Facilities Director and executive authority of the Chief Operating Officer.

1.3 Scope of this Document

These standards, policies, procedures, and guidelines apply to all "College Vehicles". "College Vehicles", as described herein, are vehicles owned, leased, or rented by Prescott College for the express purpose of authorized College business only. Some sections in this document may apply to use of personal vehicles for college business.

1.4 Failure to Comply with Policies

Failure to comply with Prescott College Transportation Standards, Safety Policies, and Operating Policies as set forth in this document may result in one or more of the following:

a. Financial restitution to the College
b. Driver record notation
c. Revocation of driving privileges
d. Termination of Employment
e. Other disciplinary actions as appropriate

Part 2: Driver Administration

2.1 General Information:

There are a few things to consider when driving Prescott College vehicles. First, well trained and properly supervised drivers are the key to the success of our transportation program. When a driver takes the wheel of a Prescott College vehicle, he/she is driving for the whole Prescott College community. Any serious accident will have repercussions throughout our community and negatively affect us in many ways.

Only "authorized" drivers may operate a Prescott College vehicle. All "authorized" drivers who transport students must participate in driver training.
All drivers shall operate College vehicles in a manner that reflects the high standards expected by Prescott College.

Prescott College will maintain files on all drivers to include: driver training documentation, evaluations and driving records.

2.2 Driver Selection

a. A minimum of 25 years of age is required for the operation of any Prescott College vehicle with student passengers.

b. A minimum of 21 years of age is required for the operation of any Prescott College vehicle without student passengers.

c. Drivers must have 5 or more years of driving experience.

d. Drivers must meet the standards as stated in the Motor Vehicle Record Policy.

e. Drivers must pass Prescott College's driver and/or trailer tests as required.

2.3 Motor Vehicle Record Policy:

Every employee with driving duties must undergo a motor vehicle record (MVR) check and satisfy the qualifications as stated below. This policy applies to all drivers of Prescott College owned, leased or rented vehicles.

MVR's will be examined prior to the start of any driving responsibilities and annually thereafter. MVR's must meet the required standards as outlined below:

a. All operators must have a valid, verifiable driver's license for at least 5 years.

b. No Prescott College employee will be allowed to drive who has a "questionable" MVR. MVR's will be graded based on the criteria as outlined in (2.4) Motor Vehicle Record Criteria.

c. Driving records must remain "acceptable" or "clear" for continued driving eligibility.

d. There should not be any DUI, DWI or similar alcohol or drug related offenses within the last five years.

e. No exceptions will be allowed for drivers who operate vehicles transporting students.

2.4 Motor Vehicle Record Criteria

A Motor Vehicle Record is considered "questionable" if it includes:

1. One serious violation during the past three years, Serious violations include:
   a. Reckless or negligent driving
   b. Driving while impaired by or under the influence of alcohol or drugs
   c. Homicide, negligent homicide, or involuntary manslaughter by vehicle
   d. Fleeing or attempting to elude police officers
   e. Driving without a license or while license is suspended or revoked
   f. Hit and run or failure to stop after an accident
   g. Evading responsibility after an accident
   h. Major speeding (20 MPH or more over limit)

2. Two of the following occurrences during the past three years:
   a. Speeding (less than 20 MPH over limit)
   b. Speed greater than reasonable or prudent or too fast for conditions
   c. Failure to yield
d. Failure to obey traffic sign or signal  
e. Improper backing, turning, or passing  
f. Following too closely  
g. Careless operation of vehicle  
h. Any other moving violation  
i. "At-fault" accident  
3. Three of the following occurrences during the past three years:  
a. Defective equipment  
b. Oversize or overweight load  
c. Operating without required equipment or warnings  
d. Other equipment violations  
e. Not "at-fault" accident  

2.5.1 Driver Training  
Driving large multi-passenger vehicles, such as 15-passenger vans, requires a different set of skills than is necessary for the operation of one’s own personal vehicle,  
All drivers will participate in driver training, Drivers shall be trained and tested on the following topics prior to being approved to operate 15-passenger vans:  
a. Unique design characteristics of 15-passenger vans  
b. Center of gravity, causes of lateral instability, under-steering and over-steering  
c. Risks, history and causes of van rollovers  
d. Weight distribution and proper loading procedures  
e. Emergency handling and defensive driving techniques  
f. College Transportation Policies and Procedures  
g. Other skills, techniques, and knowledge deemed necessary for the safe operation of 15-passenger vans  
Use of College trailers shall require additional training and assessment. Drivers shall be trained and tested on the following topics prior to towing any College trailer:  
a. Trailer component identification  
b. Hooking up trailers  
c. Proper loading procedures  
d. Use of safety chains  
e. Trailer braking systems  
f. General towing tips  
g. Other skills, techniques, and knowledge deemed necessary for the safe operation of trailers.  

2.5.2 Driver Assessment:  
a. All drivers who wish to be certified to drive Prescott College vehicles will complete and finish the NSC Defensive Driving Course Online.  
b. A designated evaluator will conduct and document a practical, behind-the-wheel exam for all new drivers.  

2.5.3 Driver Evaluation:  
a. All drivers who successfully complete the NSC Defensive Driving Course and have
Part 3 Passengers

Our students and participants are the reason we have a vehicle fleet, and as such most of our efforts of the Prescott College transportation program are directed at their safety and comfort.

As an organization we want our students to experience vehicle transportation as an unremarkable event, professionally delivered and carefully executed, we expect all drivers who sit behind the wheel of a vehicle full of passengers to be aware of the inherent risks of driving, and how their passengers can contribute to or detract from a positive and safe experience.

3.1 Key Points

a. As with any Prescott College activity, we want our students to feel some level of responsibility for their own safety when they are riding in our vehicles. All passengers are expected to wear seat belts. The vehicle operator is responsible for ensuring all passengers are wearing seat belts before they start their vehicle.

b. Drivers and other supervising faculty or staff should keep a watchful eye on passengers to ensure they are comfortable (warm or cool enough).

c. No Prescott College vehicle shall transport more people than its designed seating capacity.

d. Authorized drivers of Prescott College vehicles with a seating capacity of 6 or more shall ensure that all passengers know the location of the fire extinguisher and first aid kit.

e. Students shall not be transported in personal vehicles, except in emergencies.

f. College employees are not permitted to transport students in their personal vehicles for sanctioned college activities,

g. All course participants are required to travel in college vehicles. Exceptions to this require the completion of the Acknowledgement of Individual Travel form. Once completed the form is to be submitted with course itinerary.

3.2 Student Transportation on Field Trips

Under no circumstances shall students be officially authorized or in any way encouraged to drive other students to field activity locations in their own vehicles, Students will not be authorized to act as an agent on behalf of Prescott College. In situations where students may be required to provide their own transportation to field locations, it becomes their responsibility to arrange for such transportation. It is not permissible for Faculty or Staff or any other employee of the college to mandate car pools or other groupings that may imply the student driver is an agent for the college.

Part 4 Vehicles and Trailers

The college owns, leases, and operates a fleet of more than 25 vehicles and numerous trailers to support its transportation needs, the selection, operation,
care and maintenance of our vehicles and trailers are an important part of our transportation program. Poorly maintained, improperly cared for vehicles can undermine the effectiveness of our transportation program and may jeopardize the safety of our students, faculty and staff.

Additionally, vehicles or trailers that are improperly matched for their intended use or operating environment can also create problems ranging from a shortened service life to increased maintenance costs, and occasional safety concerns.

4.1 Procurement and Disposition
The following are guidelines aimed at developing a consistent approach to the acquisition and replacement of Prescott College vehicles. Having a plan that predicts when our vehicles will wear out, and assigns a cost and timetable for their replacement is an important part of a transportation program.

4.2 Procurement Key Points
a. The vehicle should meet the needs of the College.
b. The vehicle should be equipped with available safety features that have been proven to reduce or mitigate incidents or injury (ABS Brakes, air bags, stability control etc.) when practicable.
c. Consideration should be given to the effect of the vehicle’s design on driver training and licensing issues.
d. Consideration should be given to the insurance premium implications of certain specialty vehicles before they are purchased.
e. The projected resale value of the vehicle should be considered when deciding on optional accessories, and choosing between light and heavy-duty engines.
f. The manufacturer’s recommended maintenance schedule should be considered as a factor in the purchase. Initial cost vs. long-term cost. Higher maintenance Vehicles will drive up operating costs.
g. New motor vehicle acquisitions are only permitted for vehicle replacements unless there is a demonstrated need to expand the College’s vehicle fleet.
h. With the aid of the Transportation Coordinator, the Director of Facilities should make an annual assessment and acquisition recommendation to the CFO. The Chief Financial Officer must authorize all motor vehicle acquisitions.

4.3 Disposal Key Points
a. Repair and reliability records shall be maintained and monitored on all College vehicles.
b. Repair costs and reliability should be considered as part of the analysis in whether to retain or dispose of a College vehicle.
c. Safety should remain the most significant factor in whether a vehicle is retained or disposed.
d. When the repair frequency of a vehicle is such that its reliability becomes a safety concern it should be taken out of service.
e. Prescott College vehicles shall be maintained to a reasonable standard of appearance.
f. With the aid of the Transportation Coordinator, the Director of Facilities should make an annual assessment and retention/disposal recommendation.
to the CFO. The Chief Financial Officer must authorize all vehicle disposals.

4.4 Aftermarket Accessories and Attachments
   a. Aftermarket accessories and attachments should not be installed on College vehicles without giving consideration to how they might affect vehicle handling. Roof racks, trailer hitches, etc., are examples of attachments that might affect vehicle handling characteristics.
   b. Full size roof racks shall not be installed on 15-passenger vans, except as otherwise determined to be the safest practicable alternative to standard transportation options as determined by the college’s risk manager.
      a. In all cases, road conditions, anticipated terrain, and other unique circumstances of the involved trip should be considered. Trip organizers hold the primary responsibility to consult with the Transportation Coordinator regarding alternatives when unique circumstances may exist.
   c. So-called "cross-bar" roof racks may be installed on any compatible Prescott College vehicle. These may be used while transporting students, employee's and guests. This policy exists to allow for the temporary transportation of Lightweight items (canoe, kayak, safety equipment) that cannot be safely transported inside the vehicle.

4.5 Loading and Load Capacities
   a. The vehicle operator is solely responsible for the operation of a vehicle in his/her possession, and must check the vehicle, including its trailer, safety equipment and cargo, to ensure proper loading and security before putting the vehicle into motion.
   b. Loads placed in vehicles and trailers shall not exceed the manufacturer's Gross Vehicle Weight Rating (GVWR).
   c. Internal loads shall not block emergency egress.
   d. The vehicle operator shall inspect external and internal loads of the tow vehicle and trailer before putting the vehicle into motion.
   e. The vehicle manufacturer places information placards on the vehicle that indicates the maximum amount of weight the vehicle can safely carry. This placard is typically found on the doorjamb of the driver’s door. On trailers, this placard is typically found on the frame near the tongue area. Additionally, extensive information about vehicle loading is contained in the vehicle owner’s manual.
   f. No Prescott College vehicle should be loaded in a way that exceeds any of the manufacturer’s load ratings.
   g. Gross Trailer Weight and Tongue Weight must never exceed the lowest rating of any component in the towing system.
   h. No vehicle shall transport more people than its designed capacity. The number of seat belts in the vehicle determines this limit.
   i. The Gross Combined Weight for a vehicle and trailer combination shall not exceed the manufacturer's Gross Combined Weight Rating or any single Gross Axle Weight Rating for that combination.

4.6 Vehicle Maintenance
   a. All Prescott College vehicles shall be maintained according to the manufacturer’s recommendations as set forth in the vehicle owner's manual. Prescott College is responsible for ensuring the scheduling, performance and record maintenance of all preventative maintenance performed on College vehicles.
b. When roadside problems occur, check the vehicle's owner's manual. It will contain specific instructions on procedures such as jump starting vehicles and changing tires.

c. Whenever possible, Prescott College should be contacted before arranging to tow a vehicle. Any necessary maintenance or repairs required in the field shall only be done after consent is given by the Transportation Coordinator or Facilities Director.

d. Prescott College will be responsible for responding to all requests for unscheduled maintenance or repairs, both emergency and non--emergency.

e. Any defect or suspected defect of a vehicle should be reported to Prescott College in writing. This should be added to the vehicle inspection sheet completed at the end of every trip.

f. It is the responsibility of the Transportation Coordinator to conduct a vehicle safety and maintenance check on a regular basis,

g. Vehicle operators are not authorized to repair or perform any service to vehicles and equipment included in the Transportation Program.

4.7 Trailer Maintenance Guidelines

Prescott College shall conduct annual safety inspections of all College trailers, Inspections will include:

a. Checking and replacing tires as necessary
b. Packing wheel bearings
c. Checking that all lights and wiring are in working order
d. Checking braking systems, where applicable

Any necessary trailer repairs performed while in the field shall be with the consent of Transportation Coordinator or Facilities Director.

Part 5 Operating Vehicles and Trailers

5.1 General Information

a. The driver checking out the vehicle is responsible for checking the vehicle, trailer, safety equipment and cargo to ensure proper loading and security before putting the vehicle into motion and is responsible for the care of the vehicle while in the field,

b. Prescott College vehicles are not to be driven by anyone who has consumed any amount of alcohol or a legally prescribed drug if that drug is known to cause drowsiness or impair the person’s ability to drive safely - within the previous 8 hours.

c. Consumption of alcohol or illegal drugs, or the improper use of prescription drugs in Prescott College vehicles is prohibited.

d. Eating and cell phone use while driving is prohibited.

e. No driver shall operate a vehicle for more than 10 total hours in a day. Additionally, drivers must stop for a break at least every 4 hours. Distances requiring driving times in excess of 10 hours shall require multiple travel days and/or multiple rivers. In no case, shall a given vehicle be operated longer than 15 hours in a day, regardless of the number of drivers, Prescott College furthermore requires someone to be awake in the front seat with the driver at all times.

f. Drivers of vehicles transporting students, guests or visitors must take a break for every 4 hours of driving time,

g. The driver is responsible for maintaining a reasonable environment within the vehicle.

h. Always lock College vehicles when you leave them unattended. Never leave the
vehicle with the keys in the ignition or in an obvious place.

i. Prescott College is not responsible for lost or stolen belongings.

j. All local, state and federal laws regulating transportation will be observed.

k. If more than one vehicle is used for a field trip, it is recommended that both vehicles travel together at all times.

l. The maximum speed limit allowed in 15-passenger vans (regardless of the posted speed limit) is 65 MPH.

m. Vehicle abuse and/or reckless driving will not be tolerated and may result in the loss of driving privileges.

n. Do not put bumper stickers or decals on any College vehicle.

5.2 Vehicle Notebooks
Each Prescott College vehicle is assigned a notebook that is issued upon vehicle checkout. The vehicle notebook contains the following:

a. The required Pre/Post-Trip Vehicle Inspection, After Trip Report and Trailer Safety Checklist Forms.

b. Vehicle Registration and Insurance Information

c. Mexican Insurance Information, if applicable

d. Two sets of vehicle keys

e. Gas cards assigned to the vehicle

f. Accident/Incident Report Forms

g. A copy of the Transportation Program Manual

h. Tire Pressure Gauge

5.3 Gas Credit Cards

a. Gas station credit cards are found in the zipper pouch of the vehicle notebook and must not be mixed with cards from other vehicles or used for any other vehicles without prior authorization.

b. Drivers are required to obtain a gas receipt at each fueling. Gas card receipts for van use shall be placed in the zipper pocket of the vehicle notebook and returned to Transportation at the end of the trip. Gas receipts for all other vehicles must be also be submitted to Transportation.

c. Gas card use for personal vehicles is not permissible without the written consent of the Program Dean or Department Supervisor. Drivers of these personal vehicles must have a driver file in place with Transportation and personal vehicle insurance information must be provided.

d. Report any lost or stolen cards immediately.

e. Additional purchases on a gas credit card are not permissible unless they are for Prescott College vehicle related expenses that have been approved by the Transportation Coordinator.

f. Employee's using rental vehicles for college business may check out a gas card from Prescott College. Receipts for the trip and gas card must be returned to Transportation immediately upon return to work on campus.

5.4 Pre-Trip Vehicle Inspection

a. Required forms for the Pre-Trip Vehicle Inspection are included in the vehicle notebook when issued. The vehicle operator is responsible for performing the Pre-Trip Inspection, completing all required information and submitting the form to Transportation prior to departure.

b. Walk around the vehicle to inspect for hazards or obstacles that may not be visible from inside the vehicle.

c. Look at the undercarriage for anything loose or hanging down. Check for any obvious signs of fluid leaks.
d. Check that all tires are inflated to the vehicle manufacturer's pressure recommendation and that they meet minimum tread depth requirements.
e. The tire pressure gauge for each vehicle is located in the vehicle notebook.
f. Check the spare tire and the security of the spare.
g. Check headlights, turn signals, taillights, brake lights, windshield wipers, horn, and gas gauge.
h. Check and adjust mirrors.
i. Check that loads in the vehicle are secure and that no heavy object can become a projectile during emergency braking. Space between the driver and right front passenger seats should not have gear loaded any higher than the level of the horizontal sitting surface of the seats.

5.5 Vehicle Check-In Procedures
a. The following procedure should be followed when you have finished using a vehicle:
b. Remove all trash and personal belongings. Clean both the interior and exterior of the vehicle.
c. Fuel the vehicle to full capacity. No Prescott College vehicle will be fueled while the engine is running or while participants are aboard.
d. Make sure the Post Trip Inspection is filled out completely. Please note any vehicle defect or suspected defect on the report.
e. Park the vehicle and/or trailer in the designated parking area.
f. Return the vehicle notebook to Field Operations at your earliest convenience. Make sure the notebook includes two sets of keys, gas cards, gas receipts and the completed Vehicle Inspection.

5.6 Towing Trailers
If you need to tow a trailer, you have to do it safely. But if you make a mistake in how you hitch your tow vehicle to a trailer, or if you don't distribute the weight properly in your trailer, or even if you ignore weather conditions before you drive, you can cause some problems. Drivers who tow must attend a Towing Safety Training class.

5.6.1 General Handling
a. Use the driving gear that the manufacturer recommends for towing,
b. Drive at moderate speeds. This will place less strain on your tow vehicle and trailer,
c. Avoid sudden stops and starts that can cause skidding, sliding, or jackknifing.
d. Avoid sudden steering maneuvers that might create sway or undue side force on the trailer.
e. Slow down when traveling over bumpy roads, railroad crossings, and ditches,
f. Make wider turns at curves and corners. Because your trailer's wheels are closer to the inside of a turn than the wheels of your tow vehicle, they are more likely to hit or ride up over curbs.
g. To control swaying caused by air pressure changes and wind buffeting when larger vehicles pass from either direction, release the accelerator pedal to slow down and keep a firm grip on the steering wheel.

5.6.2 Braking
a. Allow considerably more distance for stopping.
b. If you have trailer brakes and excessive sway occurs, activate the trailer brake controller by hand. Do not attempt to control trailer sway by applying the tow vehicle's brakes, this will generally make the sway worse.
c. Always anticipate the need to slow down. To reduce speed, shift to a lower gear
and press the brakes lightly.

5.6.3 Downgrades and Upgrades
a. Downshift to assist with braking on downgrades and to add power for climbing hills.
b. On long downgrades, apply brakes at intervals to keep speed in check. Never leave brakes on for extended periods of time or they may overheat.
c. Some tow vehicles have specifically calibrated transmission tow-modes, be sure to use the tow-mode recommended by the manufacturer.

5.7 Ice, Snow, and Rain
Decrease your speed in ice, snow, and rain. Drivers of Prescott College vehicles should brake carefully to avoid locking up the wheels. Avoid sudden steering or throttle input, if you are not sure you will be able to retreat from a slippery, snowy or muddy road surface, do not proceed, Vehicle operators are expected to exercise good judgment in these situations. Use tire chains in icy or snowy conditions, when appropriate.

5.8 Getting Vehicles Unstuck

Ice - Put sand under the rear tires or install tire chains.

Snow - Dig snow out from under the vehicle and rear wheels. If snow is packed under the chassis, the vehicle probably won’t move. If the vehicle won’t move, do not continue to attempt it by revving the engine as the transmission can easily overheat in this situation.

Dirt and Sand - Try jacking up the vehicle if it can be done safely. Fill in under the wheels.

If the previous methods do not work, the vehicle may need towing. When using a towline from another vehicle, hook it to the chassis, not the bumper. If this is not possible, ensure that the towline or chain is attached to a stable, immovable vehicle fixture, such as a hitch.

5.9 Use of Personal Vehicles
a. Students shall not be transported in personal vehicles, except in emergencies.
b. The driver of a personal vehicle used to conduct Prescott College business shall have a valid driver's license.
c. Prescott College will not assume financial responsibility for damage to personal vehicles used while conducting college business.

5.10 Accessories and Safety Features
a. Overdrive equipped passenger vans should not ascend or descend steep grades with the overdrive engaged,
b. Drivers should engage the emergency brake on a passenger van when the vehicle is parked. Note that when wet/freezing conditions exist, the emergency brake could become frozen in the "on" position.
c. No passenger vans will be operated with the cruise control engaged while transporting passengers or towing trailers.
Part 6 Accidents and Incidents

6.1 Accidents

Any accident involving a college vehicle and another vehicle must be reported to the local police, then to Prescott College. If an accident occurs, the following procedures should be followed:

a. Stop in a location out of harm’s way.
b. Ensure your own safety and the safety of your passengers
c. Check for injuries.
d. Administer first aid and call for an ambulance.
e. Stay on the scene. Ask bystanders for assistance.
f. Protect the scene.
g. Set emergency signals to prevent further injury or damage.
h. Do not move the vehicles unless there is a danger of being hit again.
i. Call the local police.
j. Record the name and badge numbers of the officers who respond.
k. Record names and addresses of witnesses and passengers of other vehicles involved. Record plate numbers and the driver’s license number.
l. Do Not Argue - make no statements except to police. Sign only official police reports. Do not admit fault or accept blame.
m. Secure a copy of the police report or report number,
n. Fill out Forms - A Vehicle Accident Report must be completed and submitted to Transportation.

6.2 Incidents

Any vehicle and/or trailer damages (minor incidents) or near miss incidents, must be reported to Transportation. Fill out and submit an Incident Report Form.

6.3 Accident Review Procedures

The Accident Review Committee, as appointed by the Chief Operating Officer, will review all accidents with the following:

a. More than $1000 in damage has been done.
b. The accident involves other vehicles or private property and results in more than $1000 in damages.
c. Someone has been injured.
d. A Prescott College employee involved in the accident has formally requested an accident review.
e. There is a major traffic or policy violation by the driver.
f. Driver negligence is reported by an involved passenger or suspected by a supervisor or Transportation Coordinator.
g. At the recommendation of the Transportation Coordinator.

The facts of each accident presented to members of the committee shall come from the following sources:

a. Driver’s report of the accident
b. Police investigation reports
c. Insurance company investigation reports
d. Facts based on an investigation by a College representative
e. Statements of witnesses
f. Diagrams, photographs, and any other available evidence.
g. Other evidence or statements as deemed necessary and appropriate by the Committee

The accident review committee will make a recommendation to sustain, suspend or restrict driving privileges. The results of any driving review shall be reported to the Director of Human Resources and the Business Office.