

Smith College Vehicle Use & Safety Handbook for Drivers of Passenger Vehicles

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1 INTRODUCTION

1.1 VEHICLE SAFETY IS A PRIORITY

Smith College requires vehicle safety to be practiced at all times. This is a priority whether the driver is using a vehicle assigned to an academic department, a pool vehicle, a rented vehicle, or a privately owned vehicle that is used on college business.

Academic departments, administrative departments, student groups and individuals will all be accountable for vehicle safety.

The college has adopted this campus-wide vehicle use and safety handbook for all pool and academic department vehicles. This handbook will not address every specific scenario that may arise. Any questions on specific scenarios should be addressed with your department vehicle manager. Please familiarize yourself with the handbook and follow it.

1.2 SCOPE OF THIS HANDBOOK

This handbook applies to all groups or individuals (faculty, staff, students, volunteers, etc.) affiliated with Smith College who drive college-owned vehicles or who rent vehicles for college business.

Employees who drive as a condition of their employment are subject to other qualifications as provided in respective employment agreements and are not addressed as part of this handbook. Use conditions of golf carts, lawnmowers, tractors, hi-lifts, buses, work trucks, Campus Police cruisers or other strictly administrative vehicles are addressed by individual departments.

Specific procedures for reserving a college-owned or leased (fleet) vehicle depend on the reason the vehicle is needed.

- Individuals reserving a vehicle on behalf of Summer Programs, Student Government Association (SGA), Community Service Office (CSO) and Athletics should follow the policies set forth by their department or program. In some cases, departments may impose more restrictive guidelines than those set forth in this handbook.
- For all other College business, including class-related trips, workshops, staff seminars, or event shuttling, individuals should go to the Facilities Management website and complete the Vehicle Use Request Form at www.smith.edu/facilities/vehicle.php.

2 FLEET MANAGEMENT RESPONSIBILITIES

2.1 KEY OPERATOR

- Coordinate claims for all owned and rented vehicles, and any other auto-related claims that may occur.
- Provide primary support to the institution on the Driver Credentialing program
- Receive and distribute the Glove Box Kits to college vehicles, and the rental Glove Box Kits to departments that rent vehicles.
- Keep a current register of all owned (including leased) vehicles using the Vehicle Management Database, noting when any vehicle is added or deleted.
- Communicate both the Five College policies on auto claims and the Smith College Fleet Handbook and Procedures with their vehicle users.

2.2 DEPARTMENT HEAD/DIRECTOR/CHAIR

Department heads (including directors and chairs) are responsible for authorizing personnel to conduct trips in their official capacity as sponsored by the department. This includes but is not limited to ensuring specified drivers are authorized to operate vehicles (owned or leased) on college business (field trips, athletic events, etc.). In the absence of authorization from the department head, the fleet coordinator should not grant access to driver until appropriate authorization is obtained.

2.3 DEPARTMENT VEHICLE MANAGER

All driver records will be coordinated through the Driver Credentialing database, which is maintained by the Five College Office of Compliance and Risk Management. Pool vehicles may be reserved through Facilities Management. Other departments are responsible for managing their vehicles in accordance with this handbook for vehicles assigned to them.

When signing out vehicles, the Vehicle Coordinator will:

- Not allow unauthorized persons to use college vehicles. A person is authorized only if they can present a valid license, are designated as “approved” or pending in the Driver Credentialing Database, and have correctly completed all mandatory forms, including Reservation Form (See departmental policies for specific reservation processes) and the Check-in/Check-out sheet (including authorized approval by department head).
- Ensure that all vehicle check forms are completed and accurate.
- Deny use of the vehicle in extreme weather conditions, such as when the college is closed due to any emergency declaration, or if the vehicle is in need of emergency repairs.

3 VEHICLE USE POLICY

1. Vehicles may be used for college business only. Personal use of college vehicles is strictly prohibited. Official college business includes but is not limited to community service transportation, academic class trips/workshops, administrative trips, authorized student groups, houses, intercollegiate athletics, and designated summer programs.
2. Vehicles may not transport people who are either not registered in a Smith course or affiliated with the college in an official capacity.
3. Massachusetts has a mandatory seat belt law, and the College requires that all occupants must use their seat belt. The driver is responsible for ensuring that all passengers are wearing their belts at all times, by both verbal instruction and visual check. Seat belts must remain fastened until the destination is reached and the vehicle is stopped. If passengers unfasten their seat belts en route, the driver is to stop the vehicle until the passenger re-fastens the seat belt. If passengers refuse to wear seat belts, they are to be evicted from the vehicle.
4. Unauthorized extended use of a vehicle may result in loss of privileges for the individual, department, or group keeping the vehicle past its return date and time. If your trip is delayed, please advise Campus Police and your fleet coordinator of the need and reasons for an extension. Emergencies including accidents, breakdowns or extreme weather conditions that prevent safe driving are acceptable reasons for extensions.
5. All drivers must be credentialed prior to driving a fleet vehicle. Credentialing for individuals with a smith.edu email address is completed at 000www.fivecolleges.edu/riskmgmt/driver_credentialing. Individuals who do not have a smith.edu email address will need to see the Key Operator to fill out a manual form. Drivers may not allow other passengers to operate the vehicles unless that person is also a credentialed driver.
 - a. Faculty or Staff must credential annually.
 - b. Students, including student employees, must credential annually. Regardless of when students submit their credentials, they are annually force expired in August and are prompted to re-submit their credentials at the start of each school year.
6. All student drivers must annually complete an online defensive driver training course **and** complete an online Student Government Association (SGA) training provided by the SGA van coordinator.
7. No vehicle may be driven more than 12 hours in one 24 hour period.
8. Vehicles may not be used between 2 a.m. and 5 a.m. unless such use is specifically authorized.
9. Vehicles may not be used to provide transportation for a fee, either for members of the Smith Community or otherwise. Massachusetts law prohibits commercial use of college vehicles.
10. Drivers must follow the distance limitations as set forth by the College.
 - a. Faculty or staff-led (where the member of the faculty/staff is the primary driver) trips using College vehicles may not exceed 350 miles, one way.
 - b. Student-only (where the student is the primary driver) trips may not drive College owned vehicles more than 250 miles one way from campus, without specific and written authorization from a department chairperson, head or budget manager. Individual groups may limit their vehicle use more than is permitted under general guidelines (e.g. CSO vehicles are limited to 100 miles one-way). Trips to Canada are only authorized with

departmental and risk management approval. All other international trips are strictly prohibited.

11. No student may drive any vehicles on College business when in any other country other than the United States and Canada.
12. All Drivers must take a break every 3 hours, for at least one hour. Drivers may not allow other passengers to operate the vehicles unless that person is listed prior to trip departure as an authorized operator, which includes being listed as a credentialed driver.
13. An adequate number of authorized drivers are required for long distances. Two drivers are recommended for all trips, at all times, in case of the incapacitation of a driver. Two drivers are required for distances one way over 200 miles.
14. The Department Vehicle Manager has the right and authority to deny use of the vehicle 1) in extreme weather conditions, 2) due to any state declaration, 3) if the College is closed for any emergency declaration, or 4) if the vehicle is in need of emergency repairs.
15. Drivers MAY NOT use cell phones (including texting) while the vehicle is moving. If the driver must use a cell phone while driving on College Business, or while driving a College owned vehicle, s/he must stop safely, secure the vehicle and then make or take the call. There are NO exceptions. This applies to everyone - employees, students and volunteers.
16. Student athletes traveling to/from athletic competitions in College vehicles may not drive.
17. Neither alcoholic beverages nor illegal drugs may be transported in college vehicles. The driver is responsible and must refuse to take any passenger who will not adhere to this guideline.
18. With the exception of Service Animals, no animals shall be transported in College owned vehicles.
19. Drivers may not operate the vehicle with anything on top of the vehicles (unless the items are in approved roof racks and approved by Department Vehicle Manager) or with anything protruding from the vehicle's windows or doors.
20. There may not be more passengers than the number of safety belts in the vehicle. Driver must ensure that all passengers wear safety belts at all times during vehicle operation.
21. Generally, no children are allowed as passengers in fleet vehicles. (In the scope of this handbook, a child is defined as anyone under 12 years old.) In rare cases, children are allowed as passengers in college vehicles only if the following conditions have been met:
 - a. The department head/chair/director has approved the transportation and has conferred with the trip leader, or it is a programmatic exception (e.g., CSO, Campus School, Center for Early Childhood Education).
 - b. The child must be cared for by someone other than the driver. The child cannot be the sole responsibility of the driver while they are operating a College vehicle.
 - c. Aside from programmatic exceptions, approvals for child passengers are done per trip. There will be no blanket exemptions issued.
 - d. Children must be secured in age appropriate safety restraints that must be provided by the parent. The College accepts no responsibility for providing car seats or other restraints.
 - e. Anytime there is a dispute about child passengers, the department head/chair/director has the authority to resolve the issue. The department head/chair/director's decision is final.

22. Departments and groups are not authorized to make copies of Fleet vehicle keys. Keys are controlled to ensure vehicles are available as scheduled. Any group found to be using a duplicate key will lose the privilege of using the Fleet vehicles.
23. College vehicles may not be used to jump start any other vehicle.
24. Drivers may not operate vehicles under the influence of any illegal substances. This includes marijuana.
25. Smoking is prohibited in all College owned vehicles.
26. Because our vehicles have commercial/livery plates, college vehicles are not permitted to be taken on any Connecticut or New York Parkways (link to: <http://www.hudsonvalleytraveler.com/pdf/ParkwayVehicleRestriction.pdf>). Driving on these parkways may result in the driver being responsible for the fine. If you have questions, please see your department vehicle coordinator.
27. Maximum speed limit for all College vehicles or vehicles used on College business is 65 mph. Campus speed limit is 15 mph. Speed limits must always be obeyed, and speed must always be appropriate to road and weather conditions.
28. Baggage and equipment should be kept in the trunk or otherwise secured to prevent them from becoming dangerous projectiles in the event of an accident. No cargo may be carried on the roof of a vehicle, nor may pool or academic department vehicles tow other vehicles or trailers.
29. Drivers are responsible to return the vehicle to its designated parking spot in clean condition with a at least $\frac{3}{4}$ tank of gas. Any problems with the vehicle, accidents, or needed repairs are to be reported to the vehicle coordinator upon return of the vehicle.

4 SAFE DRIVING & GENERAL VEHICLE OPERATION GUIDELINES

4.1 GENERAL VAN SAFETY

Driving a van may not be a daily experience for most drivers, so be especially careful. Vans are larger and heavier than personal cars, and handle differently. Driving a van requires extra caution at all times.

- **Compensate for van characteristics.** Although a van handles differently from an automobile, you can compensate for its characteristics and operate it smoothly and safely. Here are some tips to keep in mind when driving a van:
- **Be aware that you will need to make wider, slower turns.** When turning a corner, you must make a wider swing with a van than you would with a car. Consequently, on a right turn it's necessary to watch the right outside mirrors for small vehicles, motorcycles, bicycles and pedestrians. You must also make turns more slowly than you would with a car. If you turn too quickly, the van will lean and make your passengers uncomfortable.
- **Use turn signals well in advance.**
- **Whenever possible, don't make U-turns.** Due to the van's wider turning radius, a U-turn may require you to make at least one backward movement.
- **Avoid backward movement** whenever possible.

4.2 SAFE DRIVING & OPERATION GUIDELINES

4.2.1 Blind Spots

The van has blind spots on each side. Adjust your mirrors to reduce these as much as possible.

The greatest blind spot is to the rear when backing up. Your best defense is to back up only when necessary. Avoid backing into traffic. If you must back up, get out and check the area behind you before doing so. Turn on your four-way flashers and back slowly. Have your passenger(s) assist you, but make sure they understand what you expect from them.

To avoid striking a pedestrian, stop back from a crosswalk. Watch out for your own passengers walking across the front of the van as they board or leave.

When in a line of stop-and-go traffic, never get so close to the vehicle in front that you lose sight of its stop light and directional signals.

4.2.2 Caravan Trips

When there is more than one vehicle traveling to the same destination, the trip coordinator (coach, professor, director, etc.) should be in the last vehicle. Each driver should keep track of the vehicle(s) with them, in front and in back. Drivers should be sure to follow at a safe distance. If the driver detects that the driver to the rear is missing or has developed problems, he/she should flash the headlights to signal to the forward driver that there is a problem. All vehicles should stop only if it is safe to stop. The trip coordinator should pre-arrange with the drivers all emergency response procedures.

4.2.3 Defensive Driving Techniques

- Make allowances for the lack of skill and improper attitude of other drivers.

- Don't become involved in an accident or a close call because of weather, road conditions, traffic, or the actions of pedestrians and other drivers.
- Keep continually alert for accident-producing situations far enough in advance to take defensive action.
- Concede the right of way to prevent an accident.

4.2.4 Distractions

Loud music, throwing of objects or other driver distractions are strictly prohibited. The Driver has the sole discretion for regulating music, including the radio or other personal music playing devices; heat and air conditioning, and other behavior. Unruly or uncooperative passengers may be discharged from the vehicle.

Establish with passengers a mutual understanding about the radio: types of programs and volume. It may be necessary to decide to not use the radio when the passengers cannot reach agreement on it. Defensive driving requires that the volume not impair the driver's ability to hear outside horns or emergency vehicle sirens.

Air conditioning and heating can be a problem because of the preferences of individual passengers. A comfortable temperature for most passengers is approximately seventy degrees Fahrenheit. The alternate driver or front seat passenger should make any requested adjustments during travel, so the driver can concentrate on the road.

4.2.5 Drugs and Alcohol

Drugs and/or alcohol may not be consumed or transported in College vehicles or in vehicles being used on College business. Drivers must refrain from drug or alcohol use 24 hours prior to driving on College business. Drivers may not operate a vehicle if using any prescription medication that carries any impairment warning, including without limitation, "may cause drowsiness" or "do not operate heavy machinery while using." Any driver found operating a College vehicle under the influence of alcohol or drugs (including medications that would impair the driver) during the course of their driving or working hours may be criminally prosecuted and subject to College disciplinary proceedings that may result in sanctions up to and including discharge from employment or suspension or expulsion from the College.

4.2.6 Following Distance

A loaded van is more difficult to stop than an automobile traveling at the same speed. Therefore, you should use a four-second following rule for a van, as opposed to a two-second following rule for a car. The four-second rule works as follows: Count 1,001 - 1,002 - 1,003 - 1,004 after the rear of the vehicle you are following passes a fixed object. If the front of your vehicle passes the same object before you count to 1,004, you are following too closely. Slow down and increase distance to four seconds in poor weather conditions or when fully loaded.

4.2.7 Forward/Reverse Motion

Most vehicle accidents happen while backing up. The best defense is to back up only when necessary. Avoid backing into traffic. If it is essential to back up, get out and check the area behind the vehicle before doing so. Four-way flashers should be turned on and the vehicle backed slowly. Passenger(s) may assist the driver, only as long as they understand what is expected from them.

4.2.8 Height of Van

The height of the van has advantages and disadvantages for the driver. On the plus side, it gives you a better view of the road ahead. On the negative side, some garages are not high enough to accommodate the van. You also have to watch for overhead obstructions such as trees and limbs.

The van can block the view of passenger cars following you. Drivers may attempt to pass you at an unsafe time or place and thus threaten to involve you in an accident. Watch both outside mirrors for these maneuvers.

4.2.9 Occupancy

Total occupancy (including the driver) may not exceed the number of seat belts. Only one person may occupy a seat belt.

4.2.10 Parking and Loading/Unloading

Watch for normal hazards, such as low branches and wires, fences, walls, and hydrants, and choose a spot that will be easy to pull in and out of. It is your responsibility to be aware of potential hazards. It is also essential that you lock the van when it is left unattended.

4.2.11 Passengers

Picking up hitchhikers is strictly prohibited. Only passengers connected with the event, activity or College business are permitted to ride in College vehicles. Children under the age of 12 are not allowed in College vehicles without special permission from the department head. Parents are responsible for ensuring that all appropriate and legally required child restraints are provided if a child is a passenger in a College vehicle.

4.2.12 Passenger seating and disabled passengers

If applicable, have your alternate driver occupy the seat next to you. The remaining seats are usually self-selected by the passengers. It may be advisable to work out preferred seating for a passenger who is temporarily or permanently disabled.

4.2.13 Signals

Use turn signals and/or flashers when changing lanes, merging onto a highway, making turns, stopping for passengers or pulling over in an emergency.

4.2.14 Speed Bumps, Pot Holes, and Rough Road Conditions

The driver must slow down and use caution when driving over speed bumps, pot holes or rough road conditions. This will avoid damage to the vehicle, as well as jolts to passengers in the rear of the vehicle.

4.2.15 Unsecured Items

In addition to the responsibilities outlined in the general agreement, van drivers should keep the floors and steps of the van free from items that could cause slips or falls or could be tossed around.

4.2.16 Weather Conditions

If it is raining, speed must be reduced to under the posted limit. Roads are most slippery at the beginning of a rainstorm. Strong winds will also make steering difficult. In windy conditions, both hands should be kept on the wheel at all times. Increase alertness for swerving vehicles.

5 BREAKDOWNS, ACCIDENTS AND EMERGENCIES

5.1 BREAKDOWN PROCEDURES

5.1.1 Operating a Potentially Unsafe Vehicle

As representatives of Smith College, drivers are expected to at cautiously and carefully in the case of a breakdown or accident. Put the safety of your passengers first and foremost. Park the vehicle as safely as possible off the traveled portion of the roadway such as a median or breakdown lane or road shoulder, preferably not on a curve or at or over the crest of a hill. Apply the parking brake and place the transmission lever in park (or in reverse if using a manual transmission). Turn on your hazard lights and shut off the engine. Have passengers exit the vehicle on the side away from the road, and get off the road.

5.1.2 Towing and Repairs

If the vehicle should break down on the road, the driver should notify the Campus Police Department on 413-585-2490 (24 hours). The officer in charge will determine, based on the location of the vehicle, the time of day, and the circumstances of the breakdown, what action should be taken in terms of towing or repairs.

With the exception of SGA Vans, the College vehicle fleet does not have a road service agreement such as AAA (individual departments may have individual road service agreements) so if a vehicle needs to be towed contact a local service as directed by the Officer in Charge. Drivers are not authorized to have repairs made without consultation with Campus Police.

Any driver who has unauthorized repairs made to a College vehicle will not be reimbursed by the college unless permission is received through contact with Campus Police. Any expense incurred for unauthorized repairs, alternate transportation or lodging is the responsibility of the individual or the department for whom she/he is driving.

5.2 PROCEDURES DURING AN ACCIDENT

5.2.1 All accidents

Safely stop at the scene. If there is an emergency, call 911; otherwise, call the local police. Have the passengers get out of the vehicle and away from the road, exiting from the side away from traffic if possible.

Be as calm and courteous as possible.

Notify Campus Police Department on 413-585-2490 (24 hours). All on or off campus accidents, no matter how minor, must be reported on a Five College Accident Report. Copies of this form are available at Facilities Management and Campus Police and are in the glove compartment of each vehicle. Off-campus accidents (including thefts from vehicles, or hit and run to parked vehicles) must also be reported to the municipal police in the city or town in which they occur.

Do not discuss the accident with anyone other than the police and college officials except to obtain driver, vehicle, insurance carrier, and witness information. College vehicles are insured by Church Mutual Insurance.

Acknowledge only facts to the other driver and never tell the other driver that you or the College is at fault for the accident. Be courteous and avoid confrontational language like “fault” and “blame”.

Be sure to provide the Key Operator with your written accident report when you return to campus. The Key Operator will then in turn notify the appropriate parties.

If vehicles are damaged in an accident and the safety or performance of the vehicle is comprised in any way as determined by the local authorities, the vehicle should be towed to repair facilities at the direction of Campus Police. Under no condition should drivers attempt to deliver a damaged vehicle back to the campus unless authorized by Local authorities.

5.2.2 Accidents involving bodily injury

Make absolutely certain that police are informed if there are injuries and get medical assistance.

Keep the injured warm and still. Never move a person who complains of neck or back pain unless otherwise threatening conditions are present.

Notify Campus Police immediately at 413-585-2490 so that they may contact the appropriate parties (family of the injured, college officials, etc.)

If you, the driver, are injured, you must find another person to drive you back to the college after appropriate medical treatment is sought.

If you are injured while driving or riding in a vehicle while on College business and are an employee of the College at the time of the accident, contact Human Resources as soon as practicable as you may have a Workers’ Compensation claim. If you are not an employee on College business and are injured while driving or riding in a College vehicle, all medical bills must be submitted to your health insurance carrier.

5.3 ACCIDENT INVESTIGATION AND RELATED DISCIPLINARY ACTION

The driver is responsible for reporting all accidents to the College. A reportable accident is any accident or incident while driving, parking, or otherwise operating a College owned/leased or rented vehicle. The accident may occur on or off campus and may result in any or all of the following:

- Bodily injury to you or to anyone else
- Damage to the College owned/leased or rented vehicle, whether the College may choose to repair it or not
- Damage to College or anyone else's property (e.g., vehicle, mailbox, post, etc.)

It is the responsibility of the vehicle’s driver to file a Five College Accident Report either within 24 hours or upon return of the vehicle to campus, whichever is sooner. This is regardless of the type of damage or whether the driver was at-fault or not.

The report must be sent to the appropriate Department Vehicle Manager:

- Facilities Management: Lisa Nawrocki – 413.585.2391 for all Fleet vehicles and college departments including Facilities Management, Dining Services, Campus Police, Athletics, Geology and Information Technology Services.
- Student Government Association (SGA): Sharon Fagan – 413.585.4950
- Community Services Organization (CSO): Tiertza-Leah Schwartz – 413.585.2758

The Department Vehicle Manager is then responsible for immediately sending the report to the Key Operator. Key Operator will send a copy of all reports to the Five College Insurance and Claims Specialist who will notify our insurance company. Our insurance requires a Five College Accident Report to officially document a claim. Failure to file a Five College Accident Report may result in loss of driving privileges and/or that insurance will not cover the loss, resulting in all costs for vehicle repairs being charged to the department or student organization. The only exception to this handbook is the incapacitation of the driver as a result of the accident, in which case it is the responsibility of the head of the department using the vehicle to have the report completed and filed.

6 AUTO INSURANCE INFORMATION

6.1 OVERVIEW

The College has comprehensive insurance on all autos, whether they are owned by the College, rented, leased, private vehicles driven by their owners on College business, or borrowed. If you are driving a college-owned vehicle with the permission of the College, then you are an insured driver under the College's policy. Coverage is not extended to unauthorized drivers or unauthorized use of a vehicle by an otherwise authorized driver.

6.2 DEDUCTIBLES & DENIALS

The deductible for physical damage to a college-owned, leased or rented vehicle is \$500.00. If a driver is in an at-fault accident or in an accident involving no other moving vehicle, the department or group using the vehicle will be charged the deductible. Any department that has a College vehicles assigned to them is also responsible for any insurance deductible in the event that the College insurance does not cover an unidentified loss. All vehicles should be inspected before and after use, and any dents, scratches or other damage to the vehicle is noted on the Department Check In/Check Out form.

Otherwise, your department may have to pay for damages you did not cause, or you may be accountable for damages you did not cause. If coverage is denied because a department that is responsible for vehicles has not reported damages or accidents, the department will be charged for the costs of repairs not otherwise insured.

Unauthorized drivers or persons who have had an accident while using the vehicle for unauthorized purposes will be held personally responsible for deductibles or costs of repairs.

6.3 AUTO RENTALS

Automobile rental is generally an expensive form of transportation; other means of transportation should always be considered first. When necessary, cars rented for College travel should be in the most economical price bracket offered by the auto rental agency. In order to reduce fuel costs, travelers are encouraged to choose mid-size or compact cars whenever possible. Never rent an automobile valued in excess of \$35,000 (for instance, specialty cars).

It is important to inspect any rented vehicle before driving it. Make sure any dents, scratches or other damage to the vehicle is noted on the rental form. The same procedure should be followed when returning a rented vehicle. Otherwise, your department or the College may have to pay for damages you did not cause. We also recommend that you check lights, turn signals, flashers and wipers as a safety measure before taking the vehicle

Students must be 21 years of age and have authorization from a department head before renting or driving a rented vehicle on College business.

In terms of insurance requirements for rented vehicles, Smith College purchases Hired Car Coverage for both liability and collision as a part of its Auto Insurance Policy. It is important that all persons renting vehicles for College business follow certain protocols:

Reserve the vehicle in BOTH the names of the individual and the College.

Sign the rental agreement in BOTH the names of the individual and the College.

Decline liability insurance and collision insurance offered by the car rental agency for vehicles rented/driven in the United States or Canada. For any non-US or Canadian rentals, you must take the applicable comprehensive and collision insurance provided by the rental company.

Rental companies may require a certificate of insurance showing the College's auto insurance limits. This certificate may be obtained by following instructions on the Five College Risk Management website. Usually, the certificate will be sent directly to the rental agency. Allow at least five workdays for processing.

6.3.1 Zipcars

Zipcars may prove to be an economical choice in transportation depending on the length and distance of the trip. However, please note that the College does not insure Zipcars, and that any insurance coverage is provided directly from ZipCar. Information regarding Zipcar insurance coverage can be found by contacting Zipcar directly.

6.4 USE OF A PERSONAL CAR

If you drive your own car on College business, your own insurance policy serves as a "primary" policy for third party liability and collision to your vehicle. The College insurance is "excess" of your insurance. This means that the College's insurance will cover the accident after your insurance runs out.

For example, if you carry only \$20,000/\$40,000 liability insurance and cause a \$100,000 loss to an individual, your policy would pay the first \$20,000 of the claim, and the College policy would pay the remaining \$80,000.

The College will not pay any claims to Personal Autos for comprehensive or collision damage. The College's Uninsured/Underinsured coverage does not extend to non-owned vehicles. We recommend that you consult with your insurance agent or broker for this type of coverage. Remember: Students must have specific authorization before driving a personal vehicle on College business.

6.5 USE OF A BORROWED CAR

In general, vehicles should NOT be borrowed for use on College business without a written contract being in place. If special circumstances arise which compel an otherwise authorized driver to borrow a vehicle, the driver should obtain authorization for its use from a supervisor or department head. The College has liability, comprehensive and collision coverage for borrowed vehicles. However, a vehicle that is unofficially borrowed from a family member will be considered to be a Personal Vehicle and will not be covered for physical damage.

7 DEPARTMENTAL POLICIES

7.1 ATHLETICS

See Athletics Handbook

7.2 STUDENT GOVERNMENT ASSOCIATION (SGA)

Vans are intended for use by Smith student organizations and houses for programs or events. Van use is for travel to events scheduled in advance, not for last-minute opportunities.

7.2.1 Details about SGA Van implementation

- Up to six Smith students may ride in SGA vans with one driver.
- Two credentialed drivers are required at a minimum to reserve and use an SGA Van.
- Student-approved organizations, houses, and Class Cabinets may use SGA vans. Only officers or individuals who are able to register events through the Smith Social Network can reserve vans.
- SGA Vans may travel up to the 250 mile radius and can be kept overnight for three consecutive nights.

7.2.2 Restrictions for SGA vans

- No vans may be used after 4:00 p.m. on the last day of classes;
- Special permission from Dean of the College is required to use any Smith vehicles during the Reading period prior to finals;
- No vans can be used during the week of finals.
- You must request special permission to travel beyond the 250 mile radius. Three credentialed drivers are required for such trips.

7.2.3 Reserving an SGA van

- Vans are available Fall and Spring semester, Interterm, or Fall and Spring breaks for an event related to your organization or house.
- Van reservation forms must be submitted a minimum of seven calendar days prior to your event to be processed. Requests received fewer than seven days prior will be denied.
- You may reserve a maximum of two vans for any one event.
- The van requester must list all certified driver's names and their cell phone numbers on the reservation request.
- To change the assigned drivers after you filled out van reservation request, or during your trip send email to van coordinator or call the SGA office 585-4950 with changes. If it is after hours, leave a phone message regarding the driver or passenger changes.
- Social Network Instructions:
 - Go under your shortcuts to your org/house page and go to events.
 - Create a new event
 - Fill in the requested information (if there are questions that are required but not necessarily applicable, for example, for the "expected attendees" just put number of students)

- The second page will have a list of types of events to choose from, choose “Van Request”
- Next, you will see the van request form. Fill it out and submit as part of the campus event.

7.2.4 SGA Cancellation Policy:

Students must email vehicle coordinator in the event they are not going to be using a van they have reserved.

Reservations are not transferrable.

7.2.5 Picking Up SGA Vans:

Key pick-up: The van-certified designated driver or back-up identified on the van reservation form should pick up the van key at the SGA Office, 206 Campus Center before 4:30 p.m. prior to your departure even if it is for a weekend request. **Key pick-up is only available Monday – Friday from 9:30 a.m. to 4:30 p.m., so plan accordingly.**

- The driver must show the SGA Office Staff a valid driver’s license.
- The vans are located across from Campus Police in the Facilities Management parking lot, which is located behind the ITT building.
- Inspect the van for any existing damage or malfunctions. If you find a safety issue, report it immediately to the Van Coordinator who will supply you with another van if one is available. Do not drive off.
- Fill out and return the “Passenger List” to the white mailbox located in the Campus Police Lobby before leaving campus. Be sure to use the time clock to show departure time. Not doing so will result in a \$25 fine to your house or organization each time the passenger list is not handed in.
- When you get into the van, it should have a full tank. If your van’s tank is not full, fill it at the closest commercial gas station and save your receipt. You should also fill the tank at the end of your trip. Submit both receipts to the SGA Van Coordinator within 10 days to be reimbursed for your initial gas expense. Check out the detailed explanation found in the Van Binder of each van.

7.2.6 Returning to Campus:

- Fill the gas tank before returning to Campus. Remember, SGA will not reimburse you for gas but your organization or house can. However, the SGA will fine the sponsoring organization or house for the cost of gas plus a \$50 fine if the van is returned without a full tank of gas.
- Park the van across from Campus Police in the Facilities Management parking lot, which is located behind the ITT building.
- If you park elsewhere on Campus and receive a ticket, you will personally be responsible for paying for it.
- Please clean up after yourself and be considerate of others. If you leave your mess for the next group, the SGA will fine your sponsoring organization or house \$25 (or more, if professional cleaning or products are required).
- Turn off lights, including dome lights on the inside of the van. Not doing so can drain the battery causing the next group delays while waiting for the battery to be jumped.
- Close all windows and lock all doors.

- Return the key and Van Check In/Out Form (stamped with arrival time) to the key drop-off box in the Campus Police Lobby.
- Be Safe! If you get back to Campus late at night call Campus Police at 413-585-2490 for an escort back to your residence.

7.2.7 Roadside Assistance

Paragon Motor Club is the roadside assistance program for SGA Vans.

The membership card for each van is in the glove compartment. Paragon will handle flat tires, dead batteries, lock outs, low fuel and towing if the situation warrants. Anything that is considered mechanical is not handled under this plan. Drivers are not authorized to have repairs made without consulting your van coordinator, and will not be reimbursed for unauthorized repairs, or transportation.

If Paragon motor Club feels the problem is mechanical, you must notify the van coordinator. The Van Coordinator will determine what action should be taken based on the location of the van, time of day, and the circumstances of the breakdown. Do not attempt to make it back to Campus if the vehicle is not functioning due to mechanical issues or an accident.

Paragon will not tow a van that has been involved in an accident.

Do not leave a broken down van off Campus without authorization. You are responsible for getting the vehicle back to campus, even if you have to return later than you expected. Unless authorized to do so by a Campus police Officer or the Van Coordinator, do not return to campus without the van.

7.2.8 Using Zip Cars instead of SGA Vans

If an organization or house is denied a van due to no availability during the time requested, then the organization qualifies to rent a Zip Car.

A copy of the denial posting on Social Network must be included with the reimbursement form for the Zip Car.

The Zip Car must be driven by a credentialed driver if it is being used for an approved organization or house event.

If the van request is denied because the request was not seven days prior to the event, the Zip Car is not reimbursable.

7.3 COMMUNITY SERVICE ORGANIZATIONS (CSO)

Vans are intended for use by Smith students for approved and confirmed short-term or long-term community service placements with partner organizations as well as HCSS projects and other CCC or CSO events and approved religious uses-- including travel to services and special religious events.

7.3.1 Who can (and cannot) ride in CSO vans

Up to six Smith students may ride in CSO vans with one driver.

Partner agency program participants may ride in CSO vans as long as a "transporting passenger form" is completed and on file in the CSO and kept with the driver. If transporting 3 or more children in the van, there must be a driver and another adult (Smith student, agency staff, or parent). All must have

permission forms on file with the driver signed by the agency and the parents. Children under the age of 5 must be accompanied by a parent, guardian, or agency staff member. Child restraints must be provided by parent, guardian, or the coordinating agency: children up to 20 lbs. must be in a rear-facing child seat in the back seat of the van; children up to 40 lbs. or 5 years must be in a child seat with a harness (after 20 lbs, this may be a forward-facing seat); booster seats are required for children to age 8 or under 4'9". The car seat must be provided and installed by the parent or guardian.

All uses must be approved and agencies must confirm times of your placement on the volunteer confirmation form on the website.

Non-Smith students (not part of a partner agency program without a transporting passenger form on file) may not ride in CSO vans at any time.

7.3.2 Details about Van Implementation

Smith Students who are certified drivers only may reserve the van(s).

You may travel to a CSO-sponsored Short Term Project or a partner agency listed in the CSO Directory or other CSO approved community project or event including CSO House projects. All uses must be approved and agencies must confirm times of your placement on the volunteer confirmation form on the website.

The CSO board and CSO and Chapel office staff may use the vans for administrative purposes, chapel events and board-related errands (as long as drivers are certified).

You may use vans for CBL Courses once approved.

You may use vans for a religious service or event as a student organization of the Chapel.

You may use vans to attend religious services with the approval of Jennifer Walters, Dean of Religious and Spiritual Life.

You may use the van for special CCC related projects with approval from the Director.

7.3.3 Restrictions for CSO vans

Weekday van use runs between 6 am and 12am. There is no overnight van use.

CSO vans may only travel up to 100 miles in any direction from Smith Campus and MUST be returned each evening by 12am.

7.3.4 Reserving a van

Fill out a van reservation form. Go on-line to the CSO website (www.smith.edu/cso), and click on "Transportation" to find a link to the form. The form is automatically sent to the CSO email account and students receive a response within 72 hours

Van reservation forms must be submitted a week in advance of your reservation date and the driver must make the reservation

Key pick-up: Only the van-certified driver(s) identified on the van reservation form should pick up the van key packet in the CSO office, 019 Wright Hall. The key packet contains a Van Check In/Out Form, Passenger List, van key, and a pen. Drivers must present an ID and sign out the key packet.

Pick-up the van(s) in the Chapel parking lot on the side of the building in the designated CSO parking spots. Fill out, sign, and leave passenger list/van condition form in drop box prior to departure.

Inspect the van for any malfunctions or problems and fill out the form on the back of the passenger list. If you find an issue, report it immediately to the CSO Van Coordinator who will supply you with another van if one is available.

7.3.5 Returning to Campus

Park the van in one of the CSO designated parking spaces at the Chapel. If Chapel spaces are full, park at the Chapel in another space.

Clean the van. Please clean up after yourself and be considerate of others. If you leave your mess for the next person, the CSO will fine you \$25 (or more, if professional cleaning or products are required).

Close all windows and lock all doors.

Fill out the Van Check In/Out Form and return the key packet to the key box drop-off at the bottom of the stairs at the Chapel side door. If you do not return them on time, the CSO may suspend your van privileges.

Do not refuel the van, but remember to indicate the gas level on the form when you return.

8 FORMS

8.1 VAN CHECK IN/OUT FORM

8.2 PASSENGER LIST

8.3 CSO TRANSPORTING CHILDREN/FIELD TRIP PERMISSION FORM

8.4 FIVE COLLEGE ACCIDENT REPORT



Vehicle #: _____ Date: _____

Time Requested: _____

Destination: _____

Department/Organization _____

Driver: _____

Odometer: Beginning: _____ Ending: _____

Gas Level (1/4, 1/2, full, etc.): Beginning: _____ Ending: _____

BEFORE LEAVING CAMPUS, YOU MUST INSPECT THE EXTERIOR AND INTERIOR OF THE VEHICLE THAT YOU ARE USING. YOU MUST INDICATE ANY EXISTING DAMAGE PRIOR TO LEAVING THE PARKING LOT. FAILURE TO PROPERLY DOCUMENT DAMAGE COULD RESULT IN A \$500 AT FAULT DEDUCTIBLE BEING CHARGED TO YOUR DEPARTMENT AND A REVOCATION OF YOUR DRIVING PRIVILEGES.

BEFORE		AFTER
	Body (no dents, major scratches , or other visible damage)	
	Fuel Tank (Needs to be at ¼ or more)	
	Lights (brake light, turn signal, headlights & hazards)	
	Tires are at proper inflation	
	Locks, windows, and windshield wipers operational	
	No dash lights on (check engine, oil, ABS, etc.)	

Remarks (Describe damage/issues): _____

By signing this form, I certify that I have examined the vehicle prior to and after use and that I have left it in the condition I outlined above.

Driver Signature: _____ Date: _____

In case of Emergency, call Campus Police: 413-585-2490



Vehicle #: _____ Date: _____

Time Requested: _____

Destination: _____

Department/Organization _____

Driver: _____

PASSENGER LIST:

PASSENGER NAME	DEPARTMENT/HOUSE/AFFILIATION
1:	
2:	
3:	
4:	
5:	
6:	
(ONLY IF SPECIFICALLY AUTHORIZED TO DRIVE A 12 PASSENGER VAN)	
7:	
8:	
9:	
10:	
11:	



SMITH COLLEGE

Community Service Office (CSO)

www.smith.edu/cso

(413) 585-2793

Transporting Children/Field Trip Permission Form

For use when transporting/hosting one or more children for an individual one-to-one outing or for a group event.

****Staff or Student volunteers will keep a copy of this form with them at all times during a field trip or outing and a copy must be given to the CSO prior to transporting/visit.***

CSO Policy on Transportation of Children under 18

- Children under the age of 5 must be accompanied by a parent/guardian or agency staff member.
- For groups of three or more children over the age of 5, the student driver must also be accompanied by another college student, a parent, guardian, or agency staff member.
- No more than 5 children can be transported in a 7-passenger van.
- The parent or guardian of each child must sign this permission form. The agency involved must also sign each form.
- Transportation provided in College-owned vehicles or rental vehicles. Student drivers are not permitted to transport children or agency participants in personal vehicles.
- Child Restraints must be provided by the parent, guardian, or coordinating agency: Children up to 20lbs must be in a rear-facing child seat in the back seat of the van. Children up to 40lbs or 5 years must be in a child seat with harness, though after 20lbs this may be a forward facing seat. Booster seats are required for children up to 8 years or under 4'9".

Smith student complete this section

_____ (Smith Student-Driver), volunteering for _____ (agency)

in the capacity of _____ (job title) has permission to transport by Smith College Vehicle

_____ (Child) for the purpose of _____ and for the date(s) of or

the time period of:

One-time only or single days/dates: _____ (date)

Regular or weekly use: _____ (include dates/circumstances)

Emergency Procedures for Volunteers: if on campus, dial 800 for Public Safety; off-campus, dial 911. Explain situation calmly and ask for assistance. Once situation is stabilized, contact CSO staff to help contact family and agency staff.

Smith Student / Driver Signature: _____

Agency complete this section

Agency Supervisor / Title, Print Name: _____

Agency Supervisor Signature: _____

Agency Supervisor Contact in case of Emergency: **Work Phone:** _____

Cell Phone: _____ **After Hours Phone:** _____

Email: _____

Other Agency Contact in case of Emergency: **Name & Title:** _____

Cell Phone: _____ **After Hours Phone:** _____

Email: _____

Parent/Guardian complete this section

- I give permission for medical treatment in an emergency situation: in the event of an emergency, every effort will be made to contact the parent/guardian and agency or school staff. If the situation requires medical attention, I give my permission for emergency medical treatment

Parent / Guardian Print Name: _____

Parent / Guardian Signature (*granting permission*): _____

Today's Date: _____

Parent / Guardian Emergency Contact Information: **Home Phone:** _____

Cell Phone: _____ **Address:** _____

Work Phone: _____ **Email:** _____

Medical insurance information: **Plan & ID #:** _____

Subscriber Name: _____ **Insurance Phone #:** _____

Primary Care Doctor's Name: _____ **Doctor's Phone #:** _____

Doctor's Address: _____

Section A: Crash Location

City/Town Where Crash Occurred	Date of Crash	Time of Crash ____ : ____ AM ____ PM	# Vehicles Involved:
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Please complete Section A1 or A2 below to indicate the location of the crash.
If you need additional space to describe the crash location, please use Section J on the last page of this form.

<p>SECTION A1: Complete this Section if the crash occurred at an intersection of two or more streets:</p> <p>Step 1: Please indicate the route or roadway where you were travelling when the crash occurred:</p> <p>Route# _____ Name of Roadway/Street _____</p> <p>Step 2: What was the name (or names) of the intersecting streets?</p> <p>Route# _____ Name of Roadway/Street _____</p> <p>Route# _____ Name of Roadway/Street _____</p>	OR	<p>SECTION A2: Complete this Section if the crash did <u>NOT</u> occur at an intersection:</p> <p>Step 1: Please indicate the route, roadway and address where the crash occurred:</p> <p>The crash occurred on Route #: _____ at Street or Address Number: _____ on the Street/Roadway known as: _____</p> <p>Step 2: Please provide as much of the following specific location information as possible:</p> <p>The crash occurred (estimate number of feet) _____ feet (indicate direction as N/S/E/W) _____ of</p> <p>a) Mile Marker number _____</p> <p>OR: b) Exit Number _____</p> <p>OR: c) Intersecting Street/Roadway _____ Route# _____ Name of Roadway/Street _____</p> <p>OR: d) Landmark _____</p>
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Section B: Vehicle You Were Driving

Number of occupants in vehicle (including yourself): _____				Was vehicle damage above \$1000? <u>Yes</u> <u>No</u>			
Driver's License Number	License State	Date of Birth	Age	Sex __ M __ F	License Class __ D __ A __ B __ C __ M __ Unknown	Commercial Driver's License Endorsements H __ Hazardous N __ Tank vehicles P __ Passenger transport T __ Doubles/Triples X __ Tank and Hazardous	
Your Full Name (Last, First, Middle)			Street Address			City/Town	State Zip
Insurance Company		Vehicle Registration #	Reg. Type	Reg. State	Vehicle Year	Vehicle Make	

Indicate your type of vehicle

1 Passenger car	4 Bus (15 or more passengers)	8 Truck/trailer	12 Tractor/triples	97 Other
2 Light truck (van, mini-van, pick-up, sport utility)	5 Bus (7-15 passengers)	9 Truck tractor (bobtail)	13 Unknown heavy truck	99 Unknown
3 Motorcycle	6 Single-unit truck (2 axles)	10 Tractor/semi-trailer	14 Motor home/recreational vehicle	
	7 Single-unit truck (3 or more axles)	11 Tractor/doubles		

Full Name of Vehicle Owner (Last, First, Middle)	Street Address	City/Town	State	Zip
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Vehicle Travel Direction __ N __ S __ E __ W	What Was Your Vehicle Doing Prior to the Crash?				
	1 Travelling straight ahead	4 Turning left	7 Leaving traffic lane	10 Backing	97 Other
	2 Slowing or stopped	5 Changing lanes	8 Making U-turn	11 Parked	99 Unknown
	3 Turning right	6 Entering traffic lane	9 Overtaking/passing		

Please Indicate the Sequence of Events as they occurred to YOUR Vehicle by writing the corresponding number (1-52, or 97, 99) in up to 4 boxes below.

What happened first?	What happened 2 ^d (if applicable)?	What happened 3 ^d (if applicable)?	What happened 4 ^h (if applicable)?
□	□	□	□

<p>Collision with</p> <ul style="list-style-type: none"> 1 Motor vehicle in traffic 2 Parked motor vehicle 3 Pedestrian 4 Cyclist 5 Animal- deer 6 Animal- other 7 Moped 8 Work zone maintenance equipment 9 Railway vehicle (train, engine) 10 Other movable object 11 Unknown movable object 20 Curb 21 Tree 22 Utility pole 	<ul style="list-style-type: none"> 23 Light pole or other post/support 24 Guardrail 25 Median barrier 26 Ditch 27 Embankment/Sloping shoulder 28 Highway traffic signpost 29 Overhead sign support 30 Fence 31 Mailbox 32 Crash cushion/Impact attenuator 33 Bridge 34 Bridge overhead structure 35 Other fixed object (wall, building, tunnel) 36 Unknown fixed object 	<p>Non-Collision</p> <ul style="list-style-type: none"> 40 Ran off road right 41 Ran off road left 42 Cross median/centerline 43 Overturn/rollover 44 Equipment failure (blown tire, brakes, etc) 45 Fire/explosion 46 Immersion 47 Jackknife 48 Cargo/equipment loss or shift 49 Separation of units 50 Downhill runaway 51 Other non-collision 52 Unknown non-collision 97 Other 99 Unknown
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Was your Vehicle Towed From the Scene Due to Damage? <u>Yes</u> <u>No</u>	Vehicle Damaged Area (circle up to three)	
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Section C: You and Your Passengers

Please provide the full name, address, and DOB or Age for all passengers in your vehicle. Then write the corresponding code in each of the boxes for each occupant of the vehicle (yourself and all passengers). A list of the possible codes is provided at the bottom of this section.

	Date of Birth/Age	Sex M/F	A	B	C	D	E	F	G	H	Name of Medical Facility
Driver (See previous page)											
Name of Passenger 1 (Last, First, Middle)											
Address											
City/Town State Zip											
Name of Passenger 2 (Last, First, Middle)											
Address											
City/Town State Zip											
Name of Passenger 3 (Last, First, Middle)											
Address											
City/Town State Zip											

A. Seating Position	B. Safety System Used	C. Air Bag Status	D. Air Bag Switch
1 Front seat - left side (or motorcycle driver)	0 None used	1 Deployed-front	1 Switch in ON position
2 Front seat - middle	1 Shoulder and lap belt	2 Deployed-side	2 Switch in OFF position
3 Front seat - right side	2 Lap belt only	3 Deployed both front and side	3 ON-OFF switch not present
4 Second seat - left side (or motorcycle passenger)	3 Shoulder belt only	4 Not deployed	4 Unknown if switch is present
5 Second seat - middle	4 Child safety seat	5 Not applicable	99 Unknown
6 Second seat - right side	5 Helmet	99 Unknown	
7 Third row - left side (or motorcycle passenger)	99 Unknown		
8 Third row - middle			

E. Ejected From Vehicle?	F. Trapped?	G. Injured?	H. Transported for Medical Care?
0 Not ejected	0 Not trapped	1 Fatal injury	1 Not transported
1 Totally ejected	1 Freed by mechanical means	<u>Non-fatal injury:</u>	97 Other
2 Partially ejected	2 Freed by non-mechanical means	2 Incapacitating	2 EMS (emergency service)
3 Not applicable	99 Unknown	3 Non-incapacitating	3 Police
99 Unknown		4 Possible	
		5 No injury	
		99 Unknown	

Section D: Other Vehicle(s) Involved in the Crash

Number of occupants in the Vehicle: _____		Number of injured occupants: _____		Was Vehicle Damage above \$1000? Yes ___ No ___		Moped? Yes ___ No ___		Hit and Run? Yes ___ No ___	
Driver's License Number	License State	Date of Birth	Age	Sex ___M___F	License Class ___D___A___B___C___H___M___Unknown	Commercial Driver's License Endorsements N ___ Tank vehicles P ___ Passenger transport X ___ Tank and Hazardous T ___ Doubles/Triples			
Full Name of Vehicle Driver (Last, First, Middle)			Street Address		City/Town		State Zip		
Insurance Company			Vehicle Registration #		Reg. Type	Reg. State	Vehicle Year	Vehicle Make	

Indicate type of vehicle

1 Passenger car	4 Bus (15 or more passengers)	8 Truck/trailer	12 Tractor/triples	97 Other
2 Light truck (van, mini-van, pick-up, sport utility)	5 Bus (7-15 passengers)	9 Truck tractor (bobtail)	13 Unknown heavy truck	99 Unknown
3 Motorcycle	6 Single-unit truck (2 axles)	10 Tractor/semi-trailer	14 Motor home/recreational vehicle	
	7 Single-unit truck (3 or more axles)	11 Tractor/doubles		

Full Name of Vehicle Owner (Last, First, Middle)		Street Address		City/Town		State Zip	
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Vehicle Travel Direction	What Was the Vehicle Doing Prior to the Crash?	Vehicle Damaged Area (circle up to three)
___N___S ___E___W	1 Travelling straight ahead 2 Slowing or stopped 3 Turning right 4 Turning left 5 Changing lanes 6 Entering traffic lane 7 Leaving traffic lane 8 Making U-turn 9 Overtaking/passing 10 Backing 11 Parked 97 Other 99 Unknown	 0 None 10 Undercarriage 11 Totaled 97 Other 99 Unknown

Section E: Non-Motorist(s) Involved in the Crash

Indicate the type of non-motorist involved		1 Pedestrian	2 Cyclist	3 Skater	97 Other	99 Unknown
What was the non-motorist doing prior to the crash?			Where was the non-motorist prior to the crash?			
1 Entering or crossing location 2 Walking, running, or cycling 3 Working 4 Pushing vehicle 5 Approaching or leaving vehicle 6 Working on vehicle 7 Standing 97 Other 99 Unknown			1 Marked crosswalk at intersection 2 At intersection but no crosswalk 3 Non-intersection crosswalk 4 In roadway 5 Not in roadway 6 Median (but not on shoulder) 7 Island 8 Shoulder 9 Sidewalk 10 Shared-use path or trails 99 Unknown			

Date of Birth/Age	Sex ___M___F	Full Name of Non-Motorist (Last, First, Middle)	Street Address	City/Town	State	Zip
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Safety Equipment?	Injured?	Transported for Medical Care?
0 None used	1 Fatal injury	1 Not transported
6 Helmet	<u>Non-fatal injury:</u>	97 Other
7 Protective pads (elbows, knees, etc.)	2 Incapacitating	2 EMS (emergency service)
8 Reflective clothing	3 Non-incapacitating	3 Police
	4 Possible	
	5 No injury	
	99 Unknown	
		If transported, please indicate Hospital/Medical Facility:

Section F: Crash Conditions

Light Conditions 1 Daylight 2 Dawn 3 Dusk 4 Dark - lighted roadway 5 Dark - roadway not lighted 6 Dark - unknown roadway lighting 97 Other 99 Unknown	Weather Conditions (up to two) 1 Clear 2 Cloudy 3 Rain 4 Snow 5 Sleet, hail, freezing rain 6 Fog, smog, smoke 7 Severe crosswinds 8 Blowing sand, snow 97 Other 99 Unknown	Traffic Control Device 1 No controls 2 Stop signs 3 Traffic control signal 4 Flashing traffic control signal 5 Yield signs 6 School zone signs 7 Warning signs 8 Railroad crossing device 99 Unknown	Was the traffic control device functioning at the time of the crash? 1 ___ Yes 2 ___ No	Road Surface 1 Dry 2 Wet 3 Snow 4 Ice 5 Sand, mud, dirt, oil, gravel 6 Water (standing, moving) 7 Slush 97 Other 99 Unknown	Roadway Intersection Type 1 Not at intersection 2 Four-way intersection 3 T-intersection 4 Y-intersection 5 On ramp 6 Off ramp 7 Traffic circle 8 Five-point or more 9 Driveway 10 Railway grade crossing 99 Unknown
Trafficway Description 1 Two-way, not divided 2 Two-way, divided, unprotected median 3 Two-way, divided, protected median 4 One-way, not divided 99 Unknown	School Bus Related? 1 ___ Yes 2 ___ No	Work Zone Related? 1 ___ Yes 2 ___ No	Manner of Collision 1 Single vehicle crash 2 Rear-end 3 Angle 4 Sideswipe, same direction 5 Sideswipe, opposite direction 6 Head on 7 Rear to rear 99 Unknown		

Section G: Crash Diagram

 Indicate North by Arrow	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	<p>Please draw a diagram of the roadway or streets where the crash occurred, indicating the vehicles involved and direction of travel using the following symbols:</p> <p>→ = Direction 1 = Vehicle 1 (Your Vehicle) 2 = Vehicle 2 O = Pedestrian/Non-motorist = North</p> <p>Select one of the following if the crash did not occur on a public way:</p> <p>___ Off-street parking lot ___ Garage ___ Mall/shopping center ___ Other private way</p>
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Section H: Witness Information

Witness Name (Last, First, Middle)	Address	Phone

Section I: Property Damage Information (Other than Vehicles)

Owner Name (Last, First, Middle)	Address	Phone	Property and Damage Description

Section J: Description of What Happened

Section K: Signature

	Print _____	Date _____
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"Signed under Pains and Penalties of Perjury"