

OVERVIEW

12-passenger vans are longer, wider, heavier, and have a higher center of gravity than your personal vehicles. This affects steering, braking distance, visibility, and backing. **There are many inherent risks when driving CC vehicles and it's important to remember that you are responsible for the safety of all passengers.** Drive cautiously and remember that there is never a reason to speed.

- If you have any major mechanical problems with your vehicle, call **Facilities Services** to negotiate repairs, **719-389-6568**.
- If after hours, contact **Campus Safety, 719-389-6707**, or Transportation, 719-389-6175.
- Call Campus Recreation with **any emergencies or changes to the itinerary, 719-389-6767, Campus Rec Director, 719-650-2428, or Campus Rec ATC, 757-286-9568.**

Policies & Requirements

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- Driving in Snow and Icy Conditions
- 4WD $\leftarrow \rightarrow$ 2WD
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Off Campus EAP (Emergency Action Plan)

POLICIES & REQUIREMENTS

- Only students who are **currently driver certified** by Colorado College facilities will be allowed to drive vehicles for club sport trips, and only certified drivers **over the age of 20** will be allowed to drive **outside of the Colorado Springs** city limits.
- Drivers will give all passengers a quick review of the van and the **location of critical items**, such as **emergency equipment, insurance information, first-aid kit**, etc. before leaving campus.
- **Alcohol/drug use by trip leaders, drivers, or passengers is strictly prohibited on all trips.** The use of any controlled substance on the trip will result in disciplinary action.
- Drivers will **not have consumed alcohol within 8 hours** prior to driving.
- All drivers will be aware of and observe all local and state traffic laws.
- Drivers should **never exceed a maximum speed limit of 65 MPH**, regardless of the posted speed limit.
- The **total travel time** for a team or individual—from departure from campus to arrival at the competition site—**may not exceed eight hours per day**. Travel exceeding this duration requires prior approval from the Director of Campus Recreation.
- Individual drivers will **not drive more than four consecutive hours** per day.
- Drivers may not use a cell phone while operating the vehicle.
- **Seat belts must be worn at all times** by the driver and all passengers.
- **When you have to back up**, make a plan:
 1. Employ a spotter who is outside the vehicle.
 2. Turn off the music and open the vehicle windows.
 3. When driving in a caravan of two or more vehicles, one vehicle should always drive behind with a trailer to spot any issues with tie-downs, etc.

HOW TO OBTAIN CERTIFICATION TO DRIVE A CC FLEET VEHICLE

1. Bring a current and valid U.S. driver's license to the front office of Facilities Services located at 1125 Glen Avenue between the hours of 8:00-4:30, Monday through Friday. They cannot accept a temporary license to request or renew certification.
2. Sign the release form authorizing Colorado College to conduct a check of your Motor Vehicle Report, also known as a MVR (this process may take 3-10 business days, so plan accordingly).
3. If you are a student/volunteer or will be driving for the athletic department, you will need to take two on-line driving courses administered by Alert Driving. One will cover driving and the other will cover Colorado College policy. These tests will be e-mailed to you from AlertDriving.com and you will also receive a username and password from Alert Driving to take these two tests.
4. Read the Colorado College Policy and Procedure manual.

Once you have been cleared and certified to drive, your name will be added to the list of authorized drivers for a period of one year. Should your driver's license expire during this time period, it is up to you to provide a current, not temporary, driver's license to Facilities Services before you will be allowed to drive again.

If your certification to drive for Colorado College expires, please write Facilities Services at FacilitiesServices@ColoradoCollege.edu to request a renewal if nothing on your driver's license has changed. If you receive a new driver's license, please stop at Facilities Services so that they may request a renewal, which may take up to 3-5 business days.

You may view the on-line certified driver's list to see if your name is listed. Please go to the following Facilities Services webpage: www.coloradocollege.edu/offices/facilities, click on the Transportation link, and then click on the "Certified Driver's List".

*If you have a driver's license issued from Alaska, California, Pennsylvania or New Hampshire, you will need to order the Motor Vehicle Report (MVR) yourself as these states only allow the driver to obtain this information. There is usually a nominal fee associated with this which is not reimbursable. You will be provided information on how to obtain your MVR from these above listed states. You will need to obtain the last three years of your driving history record.

Remember that you must be a current certified driver in order to drive a fleet vehicle or rental vehicle for Colorado College business or activities. Motor vehicle reports can take anywhere from 3-10 business days so please plan accordingly. No one is allowed to drive until all information has been received and processed at Facilities Services, 1125 Glen Avenue.

HOW TO CHECK OUT & RETURN A CC FLEET VEHICLE

- A completed “Vehicle Reservation Form” must be turned in to facilities to pick up the keys for a CC Fleet Vehicle.
- A certified driver is only able to sign for one vehicle at a time.

CHECK OUT

When you bring your completed form to Facilities Services, you will be given a pouch with keys on a ring inside. The keys will include **one for the vehicle** and **one gate key for the padlock** which will allow you after hour’s access to the lot where the vehicles are parked.

A copy of your vehicle reservation will be placed in the pouch after it is signed so that you can record the leaving and returning mileage on the form, **which is a requirement of checking the vehicle out of the lot**. A pen will be included in the pouch for your convenience.

A **gas procurement card may be requested** for the driver to purchase fuel and vehicle related items **ONLY for trips involving long distances**. The driver is personally responsible for the proper use and return of the card within the pouch.

- **Chains and a scraper may also be requested if traveling in winter conditions.**

If the trip is scheduled to begin on a weekend, keys must be picked up at the Facilities Services Office prior to 4:30 p.m. on Friday. Trips leaving prior to 7:30 a.m. the next workday morning require that the keys are picked up the day before by 4:30 p.m.

- **Keys will NOT be given to any driver who is not certified to drive.**

RETURN

When returning the vehicle, the following must be included in the pouch:

- Vehicle key and gate padlock key
- Copy of the reservation slip with leaving and returning mileage recorded.
- Receipt(s) for fuel/vehicle related items and gas purchasing cards, if issued.

**DROP THE POUCH IN THE DROP SLOT ON THE EAST SIDE OF THE TRANSPORTATION OFFICE
BUILDING...DO NOT RETURN IT TO THE FACILITIES SERVICES BUILDING.**

PRE-TRIP CHECKLIST

Before you drive the vehicle off the lot...

- Ensure that the van is clean
- Windshield wiper fluid is full and anti-freeze is full in the winter
- Windshield wipers are working properly and the rubber is not peeling
- Tire lug nuts are secure
- Headlights work on both low and high beam
- Turn signals work
- Brake lights work
- Doors shut completely
- Tires have adequate tread and air...check the spare as well
- Ensure that the horn works
- No caution or warning lights on the dashboard
- Check the vehicle for damage

TROUBLESHOOTING

**** If nobody on your trip has experience with the problem you are facing, call Facilities, (719) 389-6568, or Campus Safety, (719) 389-6707.**

- Make sure the **keys are always in a safe secure place**. If you leave the keys in the vehicle, make sure the vehicle remains unlocked.
- **Never leave the vehicle with lights on** -- headlights, parking lights, inside lights.
- Check the weather ahead of time -- **do not drive in unsafe weather conditions**.
- Check the vehicle **before you leave for the location of critical items**, such as emergency equipment, insurance information, first-aid kit, chains, etc.

Keys Locked in the Car

Dead Battery: How to Jumpstart a Van

Flat Tires

Checking and Filling Tire Pressure

Checking Oil Levels

Driving in Snowy/Icy Conditions

4WD – 2WD

Strategies for Getting Unstuck

Putting on Chains

Accident Report Procedure

KEYS LOCKED IN THE CAR

1. Make absolute certain you have indeed locked the keys in the car – check all other places they might be!
2. If you are at a **gas station**, go inside and see if they can help you. They sometimes have tools for entering a locked vehicle.
3. Call **Transportation, (719) 389-6175**, or **Facilities Services, 719-389-6568**, to let them know where you are and see if they have any suggestions.
4. Call **Campus Safety, (719) 389-6707**, to let them know where you are and see if they have any suggestions.
5. It is also possible to contact the **local police department** to see if they can help you if you can't get ahold of anyone at CC.

DEAD BATTERY: HOW TO JUMP START A VAN

It is important to remember **not to attempt to jump start your van if the battery is frozen, cracked, or damaged.**

The vehicles do not come equipped with jumper cables. If you have another vehicle, you can purchase jumper cables at any gas station and if not, you must rely on a passing “Good Samaritan” for jumper cables and an active battery.

Step 1

- Drive the working vehicle opposite the van that has the dead battery.
- Make sure both engines are switched off and lift both car hoods.
- Identify the positive (red) and negative (black) ends of both batteries.

Step 2

- Connect (+) positive red cable to the (+) positive terminal on the dead battery. Connect the other end of the (+) positive red cable to (+) positive terminal on the working vehicle.
- Connect (-) negative black cable to (-) negative terminal on the working vehicle. Connect the other end of the (-) negative cable to the (-) negative terminal on the dead battery.

Step 3

- Ensure all heaters and radios are switched off in the working vehicle – ensuring that all of the energy is used to jump start.
- Start the working vehicle up and let it run for a few minutes.
- Revving the engine a little will help to produce more current for the battery.

Step 4

- Try to start the engine with the vehicle that has the dead battery.
- If it is a little slow in starting up, rev the working engine a little to get it going.

Step 5

- When the battery has been jump started, the jump lead will need to be **removed in reverse order.**
- Disconnect (-) negative black cable from the terminal on the dead battery.
- Disconnect (-) negative black cable from the (-) negative terminal on the working vehicle.
- Disconnect (+) positive red cable from the (+) positive terminal on the working van.

Disconnect (+) positive red cable from the (+) positive terminal on the dead battery.

Now that your vehicle is up and running it is a good idea to drive around for at least 10- 20 minutes. If after jump starting the van, the battery continues to die, it could be faulty or damaged and will need to be replaced.

FLAT TIRES

If you find that the vehicle is drifting toward the left or right side of the road, or if the vehicle is not driving smoothly, you may have a flat tire. If you're on the highway, exiting is the safest option. It's a good idea to park the vehicle on a flat area before starting to change a tire.

1. Turn on your hazard lights and put the vehicle in park. Place blocks in front of all wheels. Find the jack, wrench, and spare tire from the rear of the vehicle.
2. Place the jack under the frame near the tire that you are going to change. Ensure that the jack is in contact with the metal portion of your vehicle's frame.
3. Raise the jack until it is supporting (but not lifting) the vehicle. The jack should be firmly in place against the underside of the vehicle. Check to make sure that the jack is perpendicular to the ground and not sinking into the ground.
4. Use the wrench to loosen all the lug nuts. You may need to remove the hubcap. Do not remove the lug nuts at this point -- simply loosen them.
5. Use the jack to lift the wheel a few inches off the ground. **NEVER work underneath the vehicle when it is lifted off the ground. Keep all people and limbs out from underneath the vehicle.**
6. Remove all the lug nuts and then pull the tire off the vehicle. Make sure to place the lug nuts in a pile that won't get scattered and pull the tire straight toward you to remove it from the wheelbase.
7. Place the spare on the vehicle. Line up the lug nut posts with the holes in the spare and push the spare all the way onto the wheelbase until it can't go any further.
8. Put on the lug nuts. Don't put them on tightly; just make sure they're on enough for the spare to stay on the vehicle for a moment.
9. Slowly lower the vehicle back to the ground. Use the jack to bring the vehicle back down to ground level. Remove the jack from underneath the vehicle.
10. Make sure the lug nuts are tightened. With the vehicle back on the ground, you can now tighten the lug nuts. Rather than tightening them one by one in order, use a 'Star' pattern: start with one lug nut, tighten it about 50%, move to the opposite nut (across the circle) and tighten that one about the same amount. Keep tightening opposite lug nuts gradually in turn until each lug nut is as tight as it can be.
11. Put your flat tire and tools back in your trunk. Make sure you don't leave anything on the side of the road.

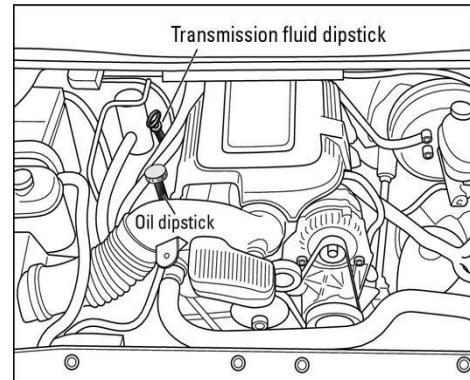
CHECKING AND FILLING TIRE PRESSURE

- If the tire pressure light comes on while you are driving, head to a gas station and check the tire pressure.
- It doesn't cost anything to check the pressure by placing the air tube on the tire valve.
- Tire pressure is posted on the driver's side doorframe.
- Make sure to only fill to that level and DO NOT overfill the tires.

CHECKING OIL LEVELS

You should not have to check the oil level in the vehicles but if the oil light comes on you can check the oil level yourself.

1. Be sure that the engine is cool (off for 10 min). Locate the oil dipstick which is located under the hood of the van. Pull out the dip stick and wipe if off on a clean rag.



2. Insert the stick back into the pipe, all the way until it sticks.
3. Pull the dipstick out again and look at the film on the end of the stick. The level of the oil should rest within the range marked on the stick.
4. If the oil level is not in the appropriate range, head to a gas station and get it checked out.

DRIVING IN SNOWY/ICY CONDITIONS

Before you start driving in snowy / icy conditions:

- Make sure your windshield is clear and the defrost is on
- Scrape all the ice and snow off your windshield wipers
- Clean any snow or ice off your headlights.

When driving in snowy conditions:

- DRIVE SLOWLY! Even if you are an experienced winter driver, large vans are much more dangerous in the snow.
- Give PLENTY of room between you and the car in front of you.
- Plan on your braking distance being 2-4 times longer and slower than normal.
- Take any curves EXTRA slowly – these are typically where you will enter a skid.
- Here are some tips to help you in case your vehicle begins to skid on snow or ice:
 - **Remove your foot from the accelerator.**
 - Using your accelerator will spin your vehicle's wheels, so it's the last thing you want to touch in the event of a skid. Move your foot away from the accelerator and onto the brake pedal.
 - **Avoid slamming on the brakes.**
 - With modern vehicles with anti-lock brakes, slamming your foot on the brake pedal won't necessarily help you stop. Instead, softly "pump" the brakes – this will trigger your ABS to safely lock your brakes.
 - **Steer away from the skid.**
 - If your car is skidding in one direction, steer to the opposite direction to 'correct' your vehicle's orientation.
 - **Don't oversteer.**
 - Wildly turning your steering wheel will do nothing but make your car spin more violently. Try to calmly correct your vehicle using the steering wheel effectively.
- If travelling up steep hills on slippery roads, go as slowly as possible, while keeping the vehicle moving.

- Make sure that the windshield stays warm and does not ice over.
- If your visibility decreases while driving, pull over to the side of the road and clear off all ice.
- If you feel uncomfortable or conditions worsen, pull over. Drivers should **never drive the vehicles in unsafe conditions.**

4 WHEEL DRIVE to 2 WHEEL DRIVE

- CC SUVs can shift to 4WD by turning the knob on the left-hand side of the steering wheel.
- When driving in snow, mud, or driving on any tricky terrain roads, shift into 4WD when you get ready to leave solid ground.
- Only use 4WD when you feel it will be helpful, since it gives your poorer gas mileage.
- 4WD does not help you stop! It is NOT an excuse for driving faster in slippery conditions.

STRATEGIES FOR GETTING UNSTUCK

1. If the wheels are spinning out, DO not keep spinning them. This will only dig you in further and slicken the surface even more.
2. Turn off **Traction Control** -- a round button with a vehicle and squiggly wheels. This feature will kill power to the wheels that are spinning.
3. If stuck in snow, first do a good job of digging yourself out. You will save time in the end by being thorough here.
4. Have everyone get out of the vehicle. Establish clear leadership and communication between the driver and everyone else. The driver should know the location of all others and easily be able to hear from the driver's seat.
5. Have a number of people get ready to push. **If on a hill, make sure everyone is clear that they are to get out of the way if the vehicle starts rolling backward.**
6. Put the vehicle into drive. Coordinate pushing from behind as you GENTLY ease on the gas. If the wheels start to spin out, STOP!
7. Try putting it in reverse and going the other way.
8. If this does not work, try rocking the vehicle back and forth. To do this, put the vehicle in drive, and take your foot off the brake. Have everyone else use any momentum to rock the vehicle back and forth. As the vehicle comes forward each time, ease on the gas. If coordinated well, the vehicle should rock further and further each time.
9. If you are not having success, you can put items, such as pine boughs, dirt, and bark under the wheel for more traction. This works well in mud. Do not try putting vehicle mats under the wheels - they will shred.

PUTTING ON CHAINS

- During the winter, it's a good idea to request chains from facilities when you are renting out a vehicle. If you are not familiar with how-to put-on chains, make sure to ask facilities before you leave. **DO NOT put on chains if you are not confident in what you are doing.**
- When putting on chains, it's a good idea to find an open stretch of road. Take the chains out of their packaging or case and untangle all of the links.
- Make sure to put chains on the front wheels (if front wheel drive) and rear wheels (if rear wheel drive). **REMEMBER YOU CANNOT DRIVE OVER 25 MPH.**

STEPS

1. Lay the chains out in front of you and practice hooking them together.
2. Drive the car onto the chains by slowly and carefully rolling over the edge. Stop when you have the connecting part of the chains in front of the tire when the wheels stop so you can adjust.
3. Wrap the chains over the drive wheel of the vehicle. Place any hooks facing outward onto the wheel.
4. Connect the chains. Starting from the inner part of the tire connect the two hooked edges. Do the same on the outside portion of the tires.
5. Ensure that the inner and outer connections of the chains are in alignment. If the inner portion of the chain is tight but the outside is loose, you will need to align them.
6. Drive 1/4 mile and re-tighten the chains.

- Note: If the chains make a lot of noise and/or are clanking around the wheel well, make sure to **STOP** and adjust the chains.

ACCIDENT REPORT PROCEDURE

- **STAY CALM!** Make sure that you and all participants are safe and not injured. Assess the situation and call 911 if necessary.
- Once the scene is safe, make sure to start documenting. Take pictures and write down notes about any damage, witnesses, and injuries. There is an Accident Report Form that you must fill out.
- Call Campus Recreation, 719-389-6767, Campus Rec Director, 719-650-2428, Campus Rec ATC, 757-286-9568, and Campus Safety, 719-389-6707, to report the accident.

Vehicle Accident Report

Accident Details: Description

Accident Details: Diagram

Injured

Witness

Colorado College Vehicle Passengers

Additional Vehicle

Other Vehicle Passengers

VEHICLE ACCIDENT REPORT

CC DRIVER NAME:	CC DRIVER'S LICENSE #:
DESCRIBE DAMAGES:	VEHICLE OWNER: (circle) COLORADO COLLEGE / RENTAL / PERSONAL

VEHICLE

LICENSE NUMBER:	MAKE / MODEL / YEAR:
DESCRIBE DAMAGES:	VEHICLE OWNER: (circle) COLORADO COLLEGE / RENTAL / PERSONAL

ACCIDENT DETAILS

ACCIDENT DATE:	ACCIDENT TIME:
ACCIDENT LOCATION	ROAD/WEATHER CONDITIONS
WAS A POLICE REPORT MADE? YES / NO	TRAFFIC CONDITIONS
HOW FAST WERE YOU DRIVING?	ESTIMATE SPEED OF OTHER CAR

OTHER VEHICLE

DRIVER'S NAME	AGE/DOB	VEHICLE LICENSE #
DRIVER'S LICENSE #	TELEPHONE	MAKE / MODEL / YEAR:
DRIVER'S ADDRESS	REGISTERED OWNER'S NAME AND ADDRESS	
BRIEFLY DESCRIBE DAMAGES TO OTHER VEHICLE OTHER PARTY'S INSURANCE		

ACCIDENT DETAILS -- DESCRIPTION

FULLY STATE HOW ACCIDENT OCCURRED (Give details, attach additional sheets if needed)

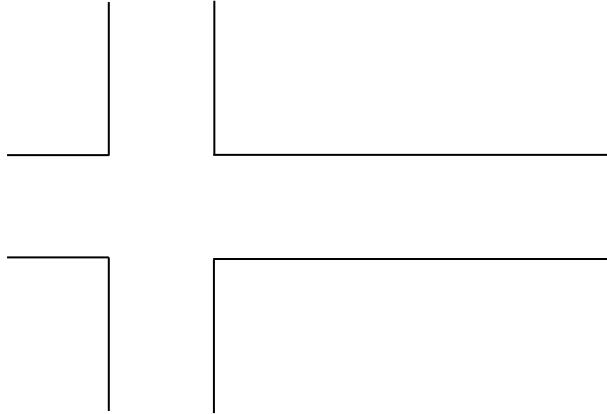
ACCIDENT DETAILS – DIAGRAM

**LABEL COLORADO COLLEGE VEHICLE AS "1"
AND ALL OTHER VEHICLES AS "2", ETC.**

GIVE NAMES OR NUMBERS FOR STREETS

MARK PEDESTRIANS AS "O"

**INDICATE POINTS
OF COMPASS
N. S. E. W.**



INJURED – Use additional paper, if necessary

NAME	AGE	ADDRESS	HOSPITAL

WITNESS: Use additional paper, if necessary

NAME	TELEPHONE	ADDRESS
NAME	TELEPHONE	ADDRESS

COLORADO COLLEGE PASSENGERS: Use additional paper, if necessary

NAME	TELEPHONE	ADDRESS
NAME	TELEPHONE	ADDRESS
NAME	TELEPHONE	ADDRESS

ADDITIONAL VEHICLE: Use additional paper, if necessary

DRIVER'S NAME	AGE/DOB	VEHICLE LICENSE #
DRIVER'S LICENSE #	TELEPHONE	MAKE / MODEL / YEAR
DRIVER'S ADDRESS	REGISTERED OWNER'S NAME & ADDRESS, if different from driver	
DESCRIBE DAMAGE TO OTHER VEHICLE	DRIVER'S INSURANCE	

OTHER VEHICLE PASSENGERS: Use additional paper, if necessary

NAME	TELEPHONE	ADDRESS
NAME	TELEPHONE	ADDRESS
NAME	TELEPHONE	ADDRESS

OFF-CAMPUS EAP (Emergency Action Plan)

The welfare of the injured/ill athlete is always first and foremost. Immediate care in some form is vital. By no means should care wait to be undertaken until a certified athletic trainer or other medical professional arrives on the scene. Proceed as judgment dictates until help arrives.

If an ill or injured student-athlete(s) or staff member(s) require hospitalization or a lengthy emergency room visit while off-campus, the Designated Trip Leader or Club Safety Officer will determine who will stay with the individual. The decision will be based on what is best for the injured/ill person's health.

ACCIDENT —

In case of an accident:

1. First priority is always life and injuries of all parties. Call 9-1-1 for police and emergency medical services (EMS). Render first aid to the level of your training, as appropriate. Secure the scene, see that others are not put at risk from oncoming traffic, and remove vehicles from the roadway as quickly as possible considering the circumstances.
2. Take photos; record other driver's information (names, D/L number, date and time of the accident, witnesses, conditions and weather, damage to both vehicles, etc.)
3. Once all immediate emergency procedures are handled, contact your designated personnel.
4. Campus PD will be notified to report the accident, even if their assistance is not needed, so the accident report is recorded in their logs.
5. Make arrangements to take care of your damaged vehicle, depending on circumstances. If the vehicle cannot be driven, make arrangements to have it towed to a holding yard or other place. Your insurer may have useful information and provisions for this contingency.

INJURY/ILLNESS —

Emergency Medical Care Responsibilities

1. Provide immediate direct medical care during practices and games to any ill or injured individual within your knowledge base, and activate the emergency action plan by contacting your designated personnel for guidance and to inform him/her of the situation.
2. Defer to the host site emergency action plan, if available. All injuries/illnesses should be evaluated by the on-site athletic trainer if possible. If not available, and is a non-emergency, individual should be treated by local medical facility.
3. Assist with scene management during an emergency medical event, including coordinating with EMS, fire, and police as appropriate.
4. Return-to-competition decisions for an injured/ill individual will be based upon physician orders and/or the judgment of the onsite medical personnel.

CATASTROPHIC EVENT

The NCAA defines catastrophic events as student-athlete fatalities, near fatalities, loss of limb catastrophic injuries (e.g., injuries and illnesses related to the head, neck, spine, heart, lung, heat, sickle-cell trait, and eyes).

Follow the Emergency Medical Care Responsibilities 1-3 as listed above. Please note that **ALL COMMUNICATION regarding the incident will be handled by the College and its designees**. The attending/treating AT, coaching staff, team members, or other college personnel will not discuss the incident with parents, family, media, or any other personnel unless directed to do so by the President of the College, VP/Athletic Director, or Director of Recreation.

CLUB SPORTS DESIGNATED PERSONNEL

In the event of an injury, illness, or accident off campus the club's Designated Trip Leader is responsible for contacting EMS (911), activating the EAP (Emergency Action Plan), and then contacting the proper personnel from the following Phone Tree in order to report the injury, illness, or accident. If the Designated Trip Leader is not able to complete these duties, the responsibility falls on the Safety Officer(s).

Off-Campus Accident/Injury/Illness Phone Tree			
Chris Starr Director of Recreation	719-389-6767 (O) 719-650-2428 (C)	Christina Lorete Recreation Athletic Trainer	719-389-6891 (O) 757-286-9568 (C)
Campus Safety		719-389-6911	