

University / State Owned Vehicles

University of Connecticut
Department of Student Activities
2110 Hillside Road Unit 3008
Storrs, Connecticut 06269-3008

COMMUNITY OUTREACH VOLUNTEER STUDENT DRIVER CONTRACT

University / State Owned Vehicle

FOR OFFICE USE ONLY Driver Contract Checklist

Date Rec'd/Approved: _____

Received by: _____

- Contract
- Copy of valid driver's license

Valid until _____

Large Vehicle Training _____

By Initialing next to each item, I verify that the following statements are true:

1. ____ I possess a valid driver's license that has been in effect for at least two years (a copy will be kept on file in the Area of Community Outreach).
2. ____ I have not exceeded two at fault accidents / violations within the last 3 years nor have any violation in the last 3 years for drunk driving, driving under the influence of drugs, or reckless driving, nor do I have a reinstated license in effect less than one year after revocation.
3. ____ I acknowledge that my driver history will be obtained from the DMV and my driving privileges will be revoked if I do not meet the above listed criteria.
4. ____ I am at least 18 years old.
5. ____ I have read the attached pages and understand my responsibilities.

I understand and agree to the following guidelines determined by the State of Connecticut Dept. of Administrative Service (DAS) General Letter No. 115 associated with operating a DSA/state vehicle:

- Adhere to all Connecticut driving laws.
- The vehicle is to be used for University business only and not for personal, social, recreational, or any other use.
- All state vehicles must be returned to campus; vehicles cannot be parked or garaged off campus overnight.
- Any traffic and/or parking tickets incurred will be my responsibility.
- The willful neglect or misuse of any state-owned vehicle is cause for disciplinary action under Connecticut General Statute 4-165.

I also understand and agree to the following guidelines determined by the University of Connecticut - DSA Area of Community Outreach:

- Adhere to the maximum occupancies for each vehicle:
Cargo van – driver + 11 passengers; 15 passenger van – driver + 14 passengers; Mini van – driver + 6 passengers.
- Lock the vehicle at all times, personal property is not insured for loss or damage by the State of Connecticut.
- Park legally, both on and off campus.
- Use of cell phones while driving is prohibited, except for emergencies, as stated by CT State Law.
- Drivers are responsible for the conduct of the passengers at all times. Drivers and all passengers must wear their seat belts at all times.
- Travel on an interstate should be approximately ten miles under the posted speed limit. Normal speeds should be adhered to on state roads and highways.
- All accidents must be reported within 12 hours of occurrence.
- Possess a valid driver's license (a copy is kept on file in the DSA office).
- At least two approved drivers are required for trips longer than 200 miles in total length. For shorter trips, two approved drivers are encouraged but not required. On long trips, drivers must rotate every three hours, and no more than ten hours of driving can be completed during any one day. Driving between 11 p.m. and 6 a.m. is prohibited, without prior approval from the appropriate staff.
- Never drive under the influence of drugs or alcohol.
- Refrain from driving in vehicle caravans.

In accordance with the State of Connecticut's Department of Parking and Transportation Insurance Agreement, the following applies to the DSA vehicles:

All state Vehicles are covered by the state's fleet insurance policy while they are being operated for state business and following state driver laws and statutes. This coverage is for bodily injury to the driver, passengers and damage to another Vehicle. Per the State of Connecticut's Department of Parking and Transportation Insurance Agreement, the state policy does not cover damage to the state Vehicle. If you are determined to be at fault in the accident, the driver or department will be responsible for damages incurred.

Failure to abide by these guidelines will be grounds for termination of driving privileges

Name (please print) _____ Student ID Number _____

Signature _____ Date _____

Program Name _____ Cell Phone Number _____

Photocopy of license must be submitted with a signed Driver Contract.

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Department of Student Activities – dept. owned state vehicles policy for authorized student drivers

This policy applies to all vehicles owned and operated by the Department of Student Activities, including four (4) cargo vans, three (3) 15-passenger community outreach vans and ten (10) Community Outreach mini vans.

Authorized student drivers can include DSA student employees, student leaders or designees, Community Outreach participants, and appointed SUBOG Board members.

In accordance with the UConn Travel Insurance Policy, the following applies to the DSA vehicles:

All state Vehicles are covered by the state's fleet insurance policy while they are being operated for state business and following state driver laws and statutes. This coverage is for bodily injury to the driver, passengers and damage to another Vehicle. Per the State of Connecticut's Department of Parking and Transportation Insurance Agreement, the state policy does not cover damage to the state Vehicle. If you are determined to be at fault in the accident, the driver or department will be responsible for damages incurred.

I understand and agree to the following guidelines determined by the State of Connecticut Dept. of Administrative Service (DAS) General Letter No. 115 associated with operating a DSA/state vehicle:

- Agree to adhere to all Connecticut driving laws.
- The vehicle is to be used for University business only and not for personal, social, recreational, or any other use.
- All state vehicles must be returned to campus; vehicles cannot be parked or garaged off campus overnight.
- Understand that any traffic and/or parking tickets incurred will be my responsibility.
- The willful neglect or misuse of any state-owned vehicle is cause for disciplinary action under Connecticut General Statute 4-165.

I also understand and agree to the following guidelines determined by the University of Connecticut - DSA Area of Community Outreach:

- Understand and agree to adhere to the maximum occupancies for each vehicle:
Cargo van – driver + 11 passengers; 15 passenger van – driver + 14 passengers; Mini van – driver + 6 passengers.
- Lock the vehicle at all times, personal property is not insured for loss or damage by the State of Connecticut.
- Park legally, both on and off campus.
- Use of cell phones while driving is prohibited, except for emergencies, as stated by CT State Law.
- Community Outreach cell phones are for official use only and drivers will be billed for personal calls.
- Drivers are responsible for the conduct of the passengers at all times. Driver and all passengers must wear seat belts at all times.
- Travel on an interstate should be approximately ten miles under the posted speed limit. Normal speeds should be adhered to on state roads and highways.
- All accidents must be reported within 12 hours of occurrence.
- Possess a valid driver's license (a copy is kept on file in the DSA office).
- At least two approved drivers are required for trips longer than 200 miles in total length. For shorter trips, two approved drivers are encouraged but not required. On long trips, drivers must rotate every three hours, and no more than ten hours of driving can be completed during any one day. Driving between 11 p.m. and 6 a.m. is prohibited, without prior approval from the appropriate staff.
- Never drive under the influence of drugs or alcohol.
- Refrain from driving in vehicle caravans

Drivers may also be given a road test before being authorized to use any of the vans.

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Potential drivers will be asked to sign this Driver Contract and submit a copy of their valid driver's license at the beginning of each year. A list of authorized drivers will be kept at the Student Union Information Desk for verification before a vehicle is signed out.

AREA OF COMMUNITY OUTREACH Department of Student Activities

Motor Vehicle Operating Procedures 2017-2018 Academic Year

1. Sign out procedure at Student Union Information Center

- Sign out keys in the black Community Outreach logbook at the scheduled time.
- Show driver's license to helpdesk personnel.
- Take clipboard, and keys *You are responsible for returning both items in good condition.*
- Complete form on clipboard including parking location for car.
 - REMEMBER ONE LINE PER LEG (RUN) OF THE SHIFT (See last page).
- On return, indicate to staff if there is any problem with vehicle and make certain staff has initialed in logbook that you have returned appropriate materials.
- Log yourself back in the black CO logbook.

2. Parking

- Upon return to Campus you must park the vehicle in a designated area. You may not park the vehicle in handicap spots, spaces reserved for certain marker plates, spaces designated for certain people, at the Alumni Center, the Foundations Building, or in the Admissions parking lot.
- South Garage is the designated parking area for all mini vans and cargo vans. Mini buses are to be parked in designated Community Outreach parking at Motor Pool.
- Make certain that the car is locked at all times.
- In the winter months, please back into parking spots.

3. In case of accident

- DO NOT LEAVE ACCIDENT SITE UNTIL INSTRUCTED TO BY DSA STAFF.
- Identify any injuries of self, passengers and other vehicles.
- Contact the police.
 - ☐ On Campus: 486-4806
 - ☐ Off Campus: 911
- After contacting the Police, then call the Community Outreach Transportation Hotline at 860-365-1150. Staff will give you directions on next steps. If on an alternative break experience, call the Community Outreach on-call staff as well, to inform them of the situation.
- If the accident occurs before or after hours then select option 2 from the Transportation Hotline and you will be transferred to an on call manager.
- If the accident includes another vehicle and/or pedestrian, please collect:
 - ☐ Person's personal information (name, address, phone number);
 - ☐ Driver license information (State, number, issue date, etc.);
 - ☐ Motor vehicle information (Year, make and model, license plate number, etc.);
 - ☐ Information for the Accident report which includes location, description of the incident, etc. Accident forms will be placed in each clipboard.

4. How to gas up the van!

- Enter pump number and hit enter.
- Scan HID key.
- Enter in odometer reading, press enter (nearest whole number (i.e. if odometer reads 96852.8 use 96853)).
- Turn pump to the on position.
- Pump Gas.
- Document exact amount of gallons pumped on Vehicle Usage Form (i.e. 15 ¼).

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5. When to Gas up the vehicle?

- Any time the gas level is approaching one half of a tank.
- Any time you feel like you need more to successfully complete your shift.
- Any time you have 5-10 minutes and you are at or less than $\frac{3}{4}$ tank.
- All Friday drivers should fill the vehicles for the weekend shifts because there is no access to the pumps during the weekends.
- Drivers must not end a shift with the fuel level below a $\frac{3}{4}$ tank unless approved by Area of Community Outreach.

*Each black key is programmed to only work with that one specific vehicle. You cannot use it for another vehicle.

****We suggest you open the gas tank before inserting the key because it only allows you so much time to start pumping before you must start the process all over. Also be sure to bring the odometer reading with you.**

Drivers must not end a shift with the fuel level below a $\frac{3}{4}$ tank unless approved by Area of Community Outreach

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Vehicle Usage Form Directions

Please review prior to the start of each shift!

Contact the Area of Community Outreach with questions or for assistance with completing this form.

Each Item must be completed for each trip.

Date: The date you are driving the vehicle.

Driver: First and Last Name.

Start Location: Your point of origin. May be a parking lot, the South Garage (SG), or site. Trips to and from Motor Pool and parking lots should be listed on their own line.

Passengers: Number documented should reflect the number of people who are going to a specific End Location. In the example below, 10 people leave the South Garage at 9:00am, but it is recorded in two different lines based on the End Location.

End Location and End Mileage become the **Start location** and **Start mileage** in the next line.

Please use one line for each destination.

Use both sides of the form.

Fuel level is the level on the gas gauge at the end of your shift.

Fuel Added is the number of **gallons** of fuel that you added.

Do not leave a vehicle with less than 3/4 tank.

Attention Friday drivers: Fuel tanks must be full at the end of your shift!

Floor in South Garage/Other location: The floor level where you leave the vehicle at the end of your shift.

Facing which Direction: The outside perimeter in which you parked the vehicle. Directions: Gampel, Co-op, McMahon and Burton

*****Every mile and minute of driving time must be documented!**

Date:	First Name	Last Name	Start Location	Start Mileage	Start Time	Passengers	End Time	End Mileage	End Location	Fuel Level	# Gallons Added:	Floor in South Garage/Other Location:	Facing which direction:
8/9/2012	Matt	Farley	SG	85,000.20	9:00	5	9:10	85008.4	Southeast Elementary				
			Southeast Elementary	85008.4	9:14	5	9:32	85020.9	Sweeney School				
			Sweeney School	85020.9	9:35	2	9:55	85040.3	SG	Full	6.7	2nd	Gampel