



LEADCenter

ASUC STUDENT UNION

DRIVER'S GUIDE

TABLE OF CONTENTS

Driving “Do’s”	3
Vehicle Inspection.....	3
Once in the Car and Before Taking Off	4
Cautious Driving Tips.....	4
Highway Driving	4
City Driving.....	4
Rural Driving.....	4
Caravanning Tips	5
Transporting Passengers - Operator/Passenger Conduct.....	5
Driving a Large Transport Vehicle	5
Driving in Poor Conditions	5
Vehicle Accident Procedure	7
Step One:.....	7
Step Two:	7
Step Three:	8
A Disabled Vehicle, What To Do:.....	8
Parking Tickets, Skipped Toll Fees, Driving Related Tickets Policies.....	8
Driver Agreement.....	9
Vehicle Accident Report Form	10
Driver Log	12

DRIVING “DO’S”

Driving a motor vehicle is one of the riskiest activities commonly undertaken by university volunteers and employees. Auto accidents are the #1 cause of death for people between the ages of 1-34¹ and 80% of those accidents involve driver distractions.

We expect that you will take your role as driver very seriously and we hope this guide will give you the support you need to ensure the safety of your passengers.

VEHICLE INSPECTION

Before getting in the vehicle, especially when going on a long trip, check for the following:

ITEM	GOOD	REPAIR OR ADJUST	DEFECTIVE ITEM(S)	INITIAL
LIGHTS: Do they work? Are they cracked? (High & Low Head / Tail / Emergency / Back Up / Turn Signals / Parking/ Brake / License Plate)				
HORN: Functional?				
BRAKES: Will the emergency brake hold?				
WINDSHIELD WIPERS: Both wipers present and in good condition? Rear if applicable.				
WINDSHIELD: Free from cracks that impair vision?				
TIRES (Include Spare): At least 1mm of tread over the entire traction surface? Penny: If you can see the top of Lincoln’s head, not enough TREAD! Inflation?				
EXHAUST SYSTEM: Free of leaks? Excessive noise or smoke coming from exhaust?				
REAR VIEW MIRROR: Serviceable? Side mirrors if applicable?				
DOORS AND GLASS: Open and close freely? Cracked glass? Tinted no more than legal limit? Check at craft shop.				
FUEL TANK: Free from leaks? Gas cap missing?				
SEAT BELTS: One for each seating position, serviceable?				
ALL FLUIDS: Fluids filled to correct level? (Oil / Transmission / Steering / Clutch / Brakes / Coolant / Windshield Washer)				

¹ http://www.forbes.com/2009/01/21/car-accident-times-forbeslife-cx_he_0121driving.html

ONCE IN THE CAR AND BEFORE TAKING OFF

Once in the car, check for the following before taking off:

- All passengers must check and fasten her/his seatbelt
- Rearview and side mirrors are in working order and are adjusted for the driver
- To prevent whiplash, adjust headrests so that the top of the head restraint is the same level as the passenger's eyes.
- Pack gear into the car in a way that it will not shift while driving
- Make sure the doors, trunk, and hood are fully closed and secured
- Check your gauges
- Check to see if there is enough gas to get to your destination
- Check with navigator to make sure you have directions to your destination

CAUTIOUS DRIVING TIPS

1. **Follow the 4-Second Rule:** Here's how to check your distance:
 - Watch the vehicle ahead pass a fixed point - a mile marker, sign post, etc.
 - Count off the seconds it takes you to reach the same spot in the road ("one thousand and one, one thousand and two...")
 - If you reach the mark before you count the two seconds, you are following too closely. Slow down and check your distance again. If road or weather conditions are not good, use your best judgment to increase your following distance.
 - Minivans are heavier than sedans and when packed full require extra stopping distance!
2. **Watch Your Speed:** speeding up increases the likelihood of an accident by 50% and only saves you a few minutes. For on/off ramps – SLOW DOWN – especially in poor conditions, night, or in a heavier vehicle.
3. **Wear Your Seatbelt:** In a crash at 30mph, if unrestrained, you will be thrown forward with a force up to 60 times your own bodyweight. Not sexy.
4. **Assume that Everyone Else on the Road is Distracted:** Keep your eyes moving and check your mirrors every 5 seconds. Be prepared for unpredictable lane changes, sudden stops, un-signalized turns, swerving, tailgating, and people running intersections. Stay out of people's blind spots. Save changing the music, reading maps, cell phones and texting, reaching for a moving object inside the vehicle, looking at an object or event outside the vehicle, and applying makeup for when you are not the driver.

Pay attention to the following:

HIGHWAY DRIVING	CITY DRIVING	RURAL DRIVING
<ul style="list-style-type: none">• Lane changes and signals.• Merges• Blind Spots• Slow moving vehicles	<ul style="list-style-type: none">• Stop signs• Stop lights• Yield Signs• Signals• Blind spots• Pedestrians• Bicyclist	<ul style="list-style-type: none">• Bicyclist• Walkers• Deer/Moose• Soft shoulders• Culverts• Curves, hills and narrow roads

5. **Communicate Your Intentions:** Other drivers can't know what you are doing unless you tell them. Signal early, Signal continuously, and cancel your signal when your move is complete. Make sure your signal for at least 1-2 seconds before changing lanes.

CARAVANNING TIPS

- Make sure all drivers and navigators know where you are going before starting off, consider inputting GPS coordinates in addition to using written directions
- Drive at or 5 miles below the speed limit so it is easier for other cars to follow.
- If the lead car goes through a light and the other car gets stuck, pull over to the side of the road. As the car approaches, use your signal and pull back out onto the road in front of the vehicle.
- Have a passenger use 2-way radios and cell phones
- Obey all laws, signs and speed limits

TRANSPORTING PASSENGERS - OPERATOR/PASSENGER CONDUCT

To ensure the safety of all participants, we ask that drivers do the following:

- **Before Driving:** Make it safe for passengers to communicate discomfort by having a verbal agreement that folks will use a safe word or message when they are feeling uncomfortable and need you to slow down or change your driving behavior
- **Seatbelts:** Everyone needs to be wearing one at all times
- **Passenger Noise:** to a reasonable level so the driver can stay alert to the road. This includes the radio!
- **Navigator:** The person in the front seat is the navigator and helps with directions
- **Vehicle Assignment:** Only drive the vehicle you are assigned to or keep record log of who is driving vehicle in each instance* parking, traffic tickets, etc.

DRIVING A LARGE TRANSPORT VEHICLE

- **Watch Your Speed:** a speed that may be acceptable in a passenger car could be dangerous in a larger vehicle. The heavier the vehicle, the longer it takes to slow and stop. Give yourself plenty of room!
- **Fill the Front Seats First:** Vehicles have an increased rollover risk under certain conditions. The center of gravity shifts to the rear and upward increasing the likelihood of rollover as capacity increases.
- **On/Off Ramps:** Speed limits designed for autos; larger vehicles need to go slower. Exits merging downhill are particularly dangerous.

DRIVING IN POOR CONDITIONS

Night Driving: Death rates for night time driving are four times higher than daytime driving. Slow down and leave wider spaces between you and other drivers when you encounter bad weather, glare, narrow/twisting roads and low light conditions. Remember that, even with headlights, it is extremely difficult to detect pedestrians, bicyclists and others. Use your headlights between the hours of sunset and sunrise.

Fog OR Smoke: Turn on your low-beam headlights and fog lights (if your vehicle is equipped with them). Be prepared to stop suddenly. If the fog or smoke becomes so thick that you cannot see well enough to keep

driving, pull completely off the road and stop. Turn on your emergency flashers. As soon as you emerge from the fog or smoke, turn off your fog lights to avoid dazzling other road users.

Rain: Be sure to check defrosters and windshield wipers before heading into the rain. Remember that roads are extra slippery at the start of a rain shower because oil, which has risen to the road surface, hasn't had a chance to wash away. Hydroplaning is a common problem with heavy rains. When hydroplaning:

- Release the accelerator.
- Do not brake.
- Occurs at speeds as low as 30 mph.
- Worn tread and low tire pressure.

Snow and Ice: Use your judgment, if snow chains are needed, put them on. If it is unsafe to drive in the snow, find a safe place to rest until the roads are clear. If your vehicle begins to slide, take the following steps to regain control:

- Take your foot off the accelerator pedal
- If you have anti-lock brakes, apply them firmly. Otherwise, avoid using brakes, pumping them gently only if you are about to hit something
- Steer the vehicle into the direction of the skid to straighten out the vehicle
- Then steer in the direction you wish to go

Getting Unstuck in Snow:

- Turn wheels side to side a few times to push snow out of the way
- Lightly touch gas; ease forward
- Rock the vehicle if necessary
- Use the floor mats for traction – dig underneath the back tires and place the mat for traction
- Shift from forward to reverse and lightly touch gas

Identifying Slippery Surfaces:

- Shaded Areas - Shady parts of the road will remain icy and slippery after open areas have melted
- Bridges - Bridges freeze before roads do
- Melting Ice - Slight melting will make ice wet
- Black Ice - If the temperature is below freezing and the road looks wet
- Vehicle Ice - Open the window and feel the front of the mirror and antenna

In Case of a Hurricane or Natural Disaster:

Recognizing that we must plan ahead in the event of this weather emergency, we have developed the following emergency plans in the event New Orleans is threatened by a hurricane. This plan includes our bail out destination and transportation arrangements, as well as mandatory student volunteer agreement that they will abide by all evacuation decisions made by the student leadership team.

- **Contact LEAD Center Advisor**, who will in turn notify LEAD Center Director Jamie Riley and Dean of Students Joseph Greenwell. Phone calls from concerned parents will be directed to the LEAD Center Advisor.
- **Hurricane or Emergency Preparation Kits**

- The group will pull together all belongings, non-perishable food items, snacks, juices, bottled water, manual can opener, and containers for holding water.
- The group will fill clean, airtight containers to store as much water as possible.
- The group will gas up all vehicles and check all fluids and tire pressures (including spare).

In addition, the group will have cash on hand as ATMs will not operate should the area experience a power failure.

VEHICLE ACCIDENT PROCEDURE

STEP ONE:

1. **Ensure the safety of the group:** Do not make any sudden moves right after the impact. You could be hurt, but the adrenaline rush may mask an injury. Once you have determined that you are OK, look around to see if the other passengers are hurt. Check-in with every member of your group and make sure they are ok. If for any reason someone is not feeling well, take them to the nearest emergency room. Do not move them if they have a serious injury. Call the police and 9-1-1 and ask passers-by for assistance. Also, check on the driver and passengers of the other cars involved in the accident.
2. **Call** the police and let them know there was an accident. Then, call your LEAD Center Advisor and let them know there was an accident.

STEP TWO:

1. **Check in with the other party.** You have probably never met the other driver before so you should always be somewhat cautious. Be respectful and non-confrontational, even if they are the offending party, in your opinion. You have no idea with whom you are dealing or what they have experienced recently. You should view everyone as a potential threat without becoming paranoid.
 - **DO NOT give your personal insurance information.** For your protection, we do not want the other driver to have any personal information about you other than the bare essentials. If using Enterprise vehicles, give them the contact information for Enterprise. Channel all questions to your LEAD Center Advisor. (We will make sure our contact information is easily available in the driving guide). We do not want the other driver or their agent calling you about the accident. If someone calls you asking questions about the incident, you are not to give them any information except to refer them to your LEAD Center Advisor.
 - **Don't admit guilt:** The first few moments after you meet the other driver can often determine how satisfactory the encounter will turn out. Suppose you know that you are the one who caused the accident. It is best that you don't say that you did it but say something like: "I'm very sorry this happened, we will make every effort to work on this issue with you." Always be courteous and respectful with the other driver and passengers.
2. **Collect driver information.** In collecting driver information, do not pester the driver. If they do not want to tell you everything, or anything at all, just let it go. Accidents can be stressful for all parties so don't exacerbate the situation by being aggressive. But what you should collect, if possible, would be contact information on the driver, name, address, phone number. You will also need: the make and model and year of the car, the license plate number, his insurance company, how many, if any,

passengers in his car, and their names, if anyone has sustained injuries. You will probably not be able to get all this information so concentrate on the essentials.

STEP THREE:

1. Go to the nearest Enterprise to report the accident. Once you have reported the accident with them, their insurance person can contact the other party. **Keep a copy of your report** and give it to your LEAD Center Advisor when you return.
 - a. In order to fill out the accident form, you should think in terms of drawing a map and give a clear and succinct narrative of what happened. The exact time, road conditions, atmospheric conditions, direction, and impressions you have of the driver would be useful. Don't forget to get names of your passengers and any witnesses to the accident.
2. Contact your LEAD Center Advisor and keep them posted on all action items.
3. Within 24 hours, fill out the UC Berkeley Vehicle Accident form and email or fax it to your LEAD Center Advisor.

A DISABLED VEHICLE, WHAT TO DO:

A vehicle may be disabled either through an accident or a malfunction. If you break down on the highway and are in the breakdown lane, be cautious of where you are positioned. Breakdown lanes are notoriously very dangerous and many people get killed every year because they either stand in a breakdown lane, attempt to change a flat, or simply sit in the vehicle. It is best, all things considered, to get out of the vehicle and strategically stand behind the guard rail where you will not be injured by your own vehicle if it is hit from behind. If the vehicle is drivable, with just a flat tire or two, drive it to the safest place possible.

PARKING TICKETS, SKIPPED TOLL FEES, DRIVING RELATED TICKETS POLICIES

- Parking tickets, skipped toll fees and driving violation related expenses are responsibility of individual student drivers, not of the program or the university (Enterprise has received traffic violations and has charged the university's account a processing fee which will be deferred to the student driver).
- LEAD Center policy is that tickets, toll fees and traffic violations are not covered in accordance with University policy guidelines.
- **Vehicle Assignment:** Only drive the vehicle you are assigned to or keep record log of who is driving the vehicle in each instance. This is particularly important for parking tickets, traffic tickets, etc.
- Note that some areas are monitored by traffic cameras.

DRIVER AGREEMENT

In an effort to ensure a safe experience for all during this program trip, we have outlined several guidelines below to which we would like every driver to commit. Please read and initial each statement and sign at the end.

As a driver for a LEAD Center related program trip I, _____ understand/agree to:
PRINT LEGIBLY

	I will remain safety conscious at all times. If I am sick or cannot drive, I will let the trip leaders know and they will ask another driver to take over. I will get a good night's rest before beginning any long trip.
	I will use good judgment with the understanding that all of my team members have the right to be physically safe which is in my hands. I will absolutely take no unnecessary risk that may endanger my life, the lives of others around me or prevent a safe return.
	I will not operate vehicle if any of the following are not operating properly: engine, transmission, brakes, tires, lights, steering or in extreme weather including: rain, snow, ice, fog.
	I understand that if my driver's license is suspended, is no longer valid, or I am cited for DUI or moving violation over the past two years, I agree to notify my LEAD Center Advisor immediately and to indicate that I am no longer able to drive.
	I understand that if I fail to notify my LEAD Center Advisor of a suspended driver's license or DUI citation and I drive a rental, University or personal vehicle (with club members), on behalf of myself, my heirs, executors, administrators, insurers and assigns, I agree to defend, indemnify, and hold The Regents of the University of California harmless from any and all injuries to me, including death, that occur while I am driving. Failure to notify my LEAD Center Advisor of a suspended driver's license or DUI citation may also lead to further disciplinary action up to and including removal from the program.
	I will only transport individuals who are on University business (no family members, hitchhikers or friends).
	Follow all safety guidelines as provided during our pre-departure vehicle safety training, especially: <ul style="list-style-type: none"> • Follow at a safe (4-second) distance; • Drive at a safe speed; • Work out an itinerary with other drivers prior to departure and caravan; • Communicate with my navigator respectfully; and • Ensure that all passengers wear seatbelts at all times and not transport more passengers than there are seatbelts.
	I will observe all state and post traffic laws and be alert for warning signs. I understand that I am responsible for any traffic citations that I may receive. I understand that any violation that may occur while traveling is subject to University discipline. I will carry my driver's license with me.
	I will not consume alcoholic beverages, use illegal drugs, or prescription drugs that cause drowsiness at any time.
	I will not take vehicles for personal errands or needs and without the permission of my Team Leader.
	I will communicate challenges as they arise in a respectful manner. I recognize I am responsible for addressing concerns immediately and seeking mediation from my Team Leader before frustration and anger build. I am also prepared for feedback from my Team Leader regarding my driving.
	I will take appropriate rest stops when driving for long distances and drive at safe speeds determined by weather and road conditions. I will switch drivers out every two hours or stop at a resting place and walk around for 15 minutes every two hours. I will drive no more than 6 hours in one day.

I have read, understand and agree to all the guidelines laid out. I also understand that breaching any of the guidelines could result in my removal as a driver.

Driver – SIGNATURE:	Date
Team Leader:	Date
LEAD Center Advisor:	Date

VEHICLE ACCIDENT REPORT FORM

UNIVERSITY OF CALIFORNIA, BERKELEY
OFFICE OF RISK MANAGEMENT
131 UNIVERSITY HALL, MAIL CODE 1100
PHONE: 642-5141
FAX: 643-5050

REPORT OF VEHICLE ACCIDENT

Send completed report to Office of Risk Management within three working days of accident

Date and Time Accident Occurred: _____

Location of Accident: _____

UC Vehicle License # _____ UC Vehicle # _____ Year/Make/Model: _____

Department Using Vehicle: _____

Department Address: _____

Was vehicle being used for University business? Yes _____ No _____

If Yes, Nature of Business: _____

Destination at Time of Accident: _____

How Could the Accident have been Prevented?: _____

Year/Make/Model of Other Vehicle Involved: _____ Vehicle License #: _____

Name of Other Vehicle's Owner: _____ Driver's License #: _____

Address: _____ Phone #: _____

Registered Owner of Other Vehicle: _____

Address: _____ Phone #: _____

Other Driver's Insurance Company: _____ Policy #: _____

Name/Address/Telephone of Witness #1: _____

Name/Address/Telephone of Witness #2: _____

Name of UC Driver: _____	Birthdate: _____	Driver's License #: _____
Department: _____	Address: _____	
Phone #: _____	Job Title: _____	
Name of Supervisor: _____	Phone #: _____	

BE SURE TO COMPLETE THE REVERSE/SECOND PAGE OF THIS FORM

Describe the Accident: _____

Describe the Damage to the UC Vehicle: _____

Describe the Damage to the Other Vehicle: _____

Accident reported to (circle all that apply): CAMPUS POLICE CITY POLICE HIGHWAY PATROL

Police Report Number(s): _____

Please draw a picture of the accident. Indicate UC vehicle as A, other vehicles as B, C, etc. Indicate the position of all vehicles and/or fixed objects involved in the accident.

Indicate North Here:



Weather Conditions (circle all that apply):	Roadway Condition (circle all that apply):
Clear	Holes/Ruts
Cloudy	Loose Material on Roadway
Raining	Obstruction on Roadway
Snowing	Reduced Roadway Width
Fog	Flooded
Other (Specify): _____	No Unusual Conditions
	Other (Specify): _____

Signature of UC Driver or Other Employee Responsible for Vehicle:

Date: _____

