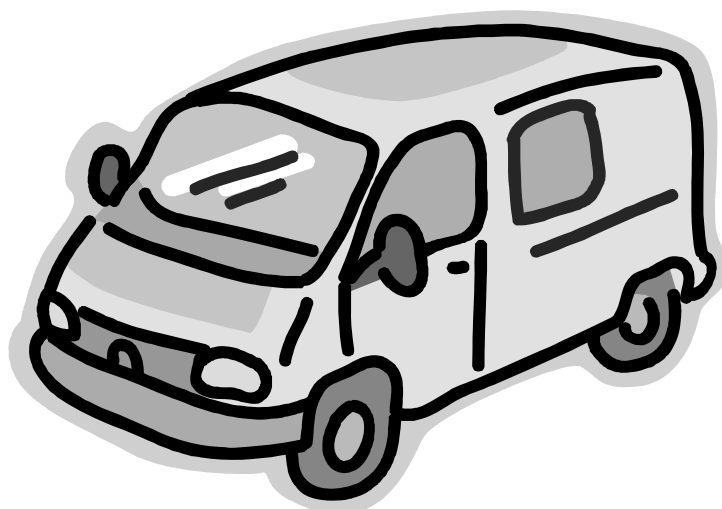


SGA/CSO Van



Manual

2009-10

REVISED 09-07-09

Emergency Procedures

In the event of an accident:

1. **Call 911! Alert the local police to the accident and get medical assistance, if needed.**
2. **Once passenger injuries have been attended to, exchange information with the other driver(s), if needed.** You will need to obtain the other driver's name, address, insurance information, vehicle registration number, vehicle model, and color. For more information, please see page 14.
3. Using the van cell phone or your own **call Public Safety at 413-585-2490.** Call even if you are involved in a single-vehicle accident. The officer who takes your call will help you determine how to proceed.

**For complete instructions about what to do in case of an accident
or breakdown, refer to pages 14-15**

Using SGA/CSO Van Cell Phones

The SGA/CSO vans are equipped with cell phones and chargers for emergency use or for communication with the SGA/CSO office and Public Safety, as needed. Please note: SGA/CSO van cell phones are not to be used to call numbers other than those listed below.

Emergency Response 911

On the SGA Phones:

Paragon Motor Club	1-888-597-2863
Public Safety	(413) 585-2490
SGA Office	(413) 585-4950
Sharon Fagan cell #	(413) 695-5772

On the CSO Phones:

Paragon Motor Club	1-888-597-2863
Public Safety	(413) 585-2490
CSO Office	(413) 585-2793
Sherry Wingfield cell #	(413) 575-8559

Vehicle Safety

Smith College requires drivers to practice vehicle safety at all times. The SGA/CSO expects certified drivers to exercise caution and common sense while driving. Drivers will be held accountable for vehicle safety. All drivers of Smith College vehicles are expected to abide by all Campus regulations, as well as all local, state, and federal laws.



VAN FACTS

The SGA has 9 vans, which are:

- Coordinated by the SGA Van Coordinator;
- Automatic transmission;
- Mini-vans for carrying six passengers plus the driver;
- Used only for approved organizations/houses programs and events;
- Not for emergency or personal use.

The CSO has 4 vans, which are:

- Coordinated by the CSO Van Coordinator;
- Automatic transmission;
- Mini-vans for carrying six passengers plus the driver;
- Used only for approved Community Service; placements, events and programs or religious use;
- Not for emergency or personal use.

Please remember that driving a Smith vehicle is both a PRIVILEGE and a RESPONSIBILITY

The SGA/CSO asks you to respect this by following Smith's policies for use. Familiarize yourself with them and ask your Van Coordinator if you have any questions.

Keep in mind: organizations, houses, and individual students who abuse van privileges will lose those privileges, and may be further penalized by the College Judicial Board.

What are SGA Vans for?

Vans are intended for use by Smith student organizations and houses for programs or events. Vans are not meant to be used for emergency or personal use. Vans may be used to carry passengers only. They are not intended for hauling equipment or other property.

What are CSO Vans for?

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

Who Can (and Cannot) Ride in SGA Vans?

- Up to six Smith students **may** ride in SGA vans, plus one driver and the back-up driver as a passenger..
- Five-College students who are members of Smith Organizations are also allowed. Their student IDs must be on file in the SGA Office. The Van Coordinator must be notified prior to each trip that there will be non-Smithies as passengers. Under no circumstances is a Five-College student allowed to drive an SGA van.
- Children and Northampton Community members **may not** ride in SGA vans.
- SGA vans **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.
- Hitchhikers **may not** ride in SGA vans at any time.

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, as well on all non-Smith passengers. If transporting 3 or more children in the van, there must be a driver and another adult (Smith student, agency staff, or parent), so only an additional 5 passengers are permitted and all must have permission forms on file and 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 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”.
- All uses must be approved and agencies must confirm times of your placement on the volunteer confirmation form on the website: <http://www.smith.edu/cso/trans.htm#>.
- CSO vans **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.
- Hitchhikers and 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.

Are SGA/CSO Vans Wheelchair Accessible?

- At this time, SGA/CSO vans are not equipped to accommodate wheelchairs. Please contact the Office of Disability Services at 413-585-2071 for more information about accessible transportation options.

DRIVER INFORMATION

Van Driver Requirements:

Drivers must:

- Have a valid U.S. driver's license;
- Be at least 18-years old;
- Have at least one year of licensed-driver experience. A Learner's Permit does not count toward the one-year minimum;
- Not have any at-fault accidents or more than two moving violations within the last 3 years including any violations for drunk driving, driving under the influence of drugs, reckless driving, or have had their reinstated license in effect less than one year after revocation;
- Not have had any accidents with any Smith College or Five-College vehicle.

Applying to be a Smith College Certified Van Driver:

Students must:

1. Attend the SGA/CSO van driver certification session;
2. Fill out the Smith College Annual Driver License & Record Update form (front and back) and sign it;
3. Submit the form to the SGA Office, located at 206 Campus Center, along with a photocopy of your license (front & back);
4. Permit Public Safety or the SGA Van Coordinator to obtain an abstract of your driving history record from the Department of Motor Vehicles of your state;
5. Attend a defensive driving session offered by One Beacon Insurance Company.

The SGA Van Coordinator will review each license record form submitted to assess whether the student qualifies to be a certified van driver covered under the Smith College insurance policy.

When are SGA/CSO Van Certification Sessions?

The SGA Van Coordinator offers van certification sessions many times throughout the semester for any student who wants to become certified. Sessions will be announced on *eDigest*, through flyers located on the main and garden levels of the Campus Center, and on-line at the SGA website found at (www.sophia.smith.edu/sga). Van Certification sessions may be held for individual organizations or houses by appointment only.

The SGA Office has a list of certified drivers. If you want to verify whether you or anyone in your organization is certified, please contact the SGA Office at 413-585-4950.

Do I Need to Re-Certify Each Academic Year?

Yes. All previously certified students are required to be re-certified each academic school year for Van Certification and Defensive Driving.

Can International Students Drive With an International License?

No. Massachusetts Law considers international students “residents,” and therefore requires that they obtain U.S. driver's licenses in order to drive vehicles registered in the United States. International students who would like to get a Massachusetts license should go to the Registry of Motor Vehicles website, www.mass.gov/rmv/ for information.

What Are My Responsibilities as a Certified Van Driver?

By signing the Smith College Annual Driver License and Record Update form, drivers agree that they will, at all times, obey the following rules and abide by any sanctions, whether listed below or otherwise imposed.

- 1. Have a valid driver's license and have it in your possession while driving.**
- 2. Drive SGA vans for organization or house use programs or events, never for personal business at any time. Drive CSO vans for approved and confirmed community service projects and placements or approved religious uses only. Drive Facility Management vans for field trips and other activities that are not SGA or CSO related.**
- 3. Do not permit any unauthorized person to drive the van while you have it checked-out.** Unauthorized drivers may be personally liable for any accident or loss. *Use by unauthorized drivers may result in the loss of organization/house/individual driving privileges.*
- 4. Comply with all applicable traffic laws, ordinances and regulations.** Plan plenty of time for travel, and drive responsibly. Use safe driving principles, practices, and techniques at all times.
- 5. Make sure your passengers do not distract you from driving.** Do not allow passengers to play music too loudly, throw things, or otherwise distract you. You have the right to head back to Campus or call your Van Coordinator or Public Safety for assistance if your passengers do not cooperate.
- 6. Pay all tolls, speeding tickets, parking tickets, and traffic violations.** Smith College has a policy where no school funds can be used to reimburse anyone for traffic violations. Should the Van Coordinators become aware of any outstanding fines, we will inform you of the fines and will require proof of payment within 10 school days. If you fail to pay within those 10 days, you will lose your driver certification. In the case of a speeding ticket, you will automatically lose your driver certification for one semester or academic year, depending on the circumstances. (See page 17 for more information).
- 7. Do not drive under the influence of alcohol or drugs.** Also, do not drive if using a prescription medication that has any warning of impairment.
- 8. Do not use a cell phone while driving.** This includes headsets. Have a passenger use the cell phone for any necessary communications.
- 9. Do not drive with anything on top of the vehicle, or protruding from a window or door.**
- 10. Ensure that all of your passengers are seat belted before you drive!** Seatbelt use is mandatory in Massachusetts, as well as in most neighboring states. *Failure to enforce passenger seatbelt use may result in the loss of organization/house/individual driving privileges.*
- 11. Do not smoke in SGA/CSO vans. Absolutely no alcohol may be consumed or transported in SGA/CSO vans or hidden under the van seats.**
- 12. In the event of an accident or breakdown, take responsibility for your passengers' safety when possible.** (See pages 14 & 15 for more information).
- 13. Clear the van of all snow, ice or other debris with the van's snow brush(s) before driving don't forget to clear off the roof (Now a State Law). DO NOT use the windshield wipers to clear snow and ice from the windshield. This may damage the wipers and puts the van out of commission. If wipers are damaged, your organization/house/individual will be fined \$50.**

MAKING A RESERVATION

Who Can Reserve and Use SGA Vans?

Student organizations (only members that hold the following positions may reserve vans)

- Heads of student organizations
- Organization's designated "van reserver"

Houses

- Head Residents
- Resident Coordinators
- House Community Advisors
- House Presidents
- Social Chairs

Senior Class

- Senior Class Cabinet members during Senior Week, for organized class activities only
- Official Senior Class designee

J-Term

- Students teaching Interterm courses may reserve vans for class activities.

Students who do not hold one of the positions listed above may not reserve vans.

Who Can Reserve and Use CSO Vans?

Smith Students who are CERTIFIED DRIVERS must 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. All uses must be approved and agencies must confirm times of your placement on the volunteer confirmation form on the website: <http://www.smith.edu/cso/trans.htm#>.
- You may use vans for CSO-sponsored house projects, including the House Community Service and Sustainability (HCSS) Program.
- The CSO board and office staff may use the vans for administrative purposes and board-related errands (as long as drivers are certified).
- You may use vans for CBL Courses provided the destination is a CSO partner agency.

Approved Chapel van use:

- You may use vans for a chapel student organization religious service or event;
- You may use vans to attend religious services with the approval of Jennifer Walters, Dean of Religious and Spiritual Life;
- The chapel staff may use vans for administrative purposes and chapel-related errands.

When are SGA Vans Available?

Academic Year:

- Fall and Spring semester;
- Interterm;
- Fall, Spring and Thanksgiving breaks;
- **No vans may be used over Winter or Summer Breaks;**
- **No vans may be used during the Reading Period prior to final exams;**
- **No vans may be used during final exams.**

SGA Weekdays & Weekends:

- **Weekend** van use (**Weekends: Friday, 6 a.m. – Sunday, 12 midnight**) is when vans are high demand. **Plan well in advance** and get your reservations in as soon as you can;
- **Weekday** van use is more flexible due to less demand. Documentation is required if your group will be reserving a van every week during the semester;
- **Reservations** for fall semester are accepted on the first day of class. Reservations for spring semester are accepted the first Monday after Thanksgiving Break.

SGA Guidelines:

- You may reserve a van for up to five consecutive days;
- You must reserve vans a minimum of seven calendar days in advance of the reservation;
- **Plan ahead! The van coordinator reserves vans on a first come, first served basis;**
- The requestor should alert the SGA Office to cancellations as soon as possible. Please let us know during regular office hours.

When are CSO Vans Available?

Academic Year:

- Fall and Spring semester;
- Interterm for some placements, if needed;
- Fall, Spring and Thanksgiving breaks for some placements, if needed;
- **No vans may be used over Winter or Summer Breaks;**
- **No vans may be used during the Reading Period prior to final exams;**
- **No vans may be used during final exams.**

CSO Weekdays & Weekends:

- **Weekday** van use runs between 6 am and mid-night and between 3:00 pm and 6:00 pm is usually in high demand. Priority is given to regular, community service placements where several Smith students are traveling to a destination in a group;
- Weekend van use: **Plan well in advance** and get your reservations in as soon as you can and remember keys **MUST** be picked up by 3:30 pm on Friday or you will be unable to use the van.

CSO Guidelines:

- You must reserve vans a week in advance of the reservation;
- **Plan ahead! The van coordinator reserves vans on a first come, first served basis;**
- The requestor should alert the CSO to cancellations as soon as possible. Please let us know during regular office hours;
- Vans may be requested for a regular weekly time, (i.e. every Wednesday from 2:00 to 5:00); it will be automatically scheduled for the semester only in which the request was made. New requests must be made for a new semester;
- If students are not volunteering on a regular basis, a reservation for each occasion through the Online Car Reservation Form should be made. All uses must be approved and agencies must confirm times of your placement on the volunteer confirmation form on the website:
<http://www.smith.edu/cso/trans.htm#>;
- **To reserve a van:** go to the CSO website (www.smith.edu/cso) and click on Transportation, find a link to the form. The form is automatically sent to the CSO student e-mail account

(sos@smith.edu), and students should expect to receive a response within 72 hours. If the reservation is made after 10:00 am on Friday morning, do not expect a response before Monday;

- You will be provided with a mileage log in which you must record mileage/odometer readings. CSO will cover gas and regular maintenance, so if you spend money for these items, please submit receipts and info to the office for reimbursement.

Cancellations

If a student wishes to cancel a reservation, they must call or come to the office in person. If you do not cancel/let us know when you do not use the vehicle, you may lose your van privileges.

How Many SGA Vans May I Reserve at One Time?

- You may reserve a maximum of **two vans** for any one event. As long, as you have two certified drivers and two certified back-up drivers listed on the Reservation form, must include their cell phone numbers.

How Many CSO Vans May I Reserve at One Time?

- You may reserve one van for one driver; any van reserved must be reserved by a certified driver who will be driving to the placement or destination listed.

Where Can I Go with SGA Vans?

- SGA vans may travel **up to 250 miles in any direction from Smith Campus** and can be kept overnight.
- You must **request special permission** from the SGA Van Coordinator to travel **beyond the 250 limit**. (For instance, the SGA will consider requests for travel to Washington, D.C. Contact the SGA Van Coordinator before making a van reservation.
- **Requests for permission to travel to Canada** is limited to conferences and academically-focused trips only. Contact the SGA Van Coordinator before making a van reservation. Because of the added insurance, accident, and breakdown issues that arise when SGA vans go out of the country, the SGA is **unable to accommodate most requests**. Organizations and houses should not request SGA vans for cultural and sight-seeing visits to Canada.
- **SGA vans may not be driven “off road”** under any circumstances.

Where Can I Go with CSO Vans?

- CSO vans may only travel **up to 100 miles in any direction from Smith Campus** and **MUST** be returned each evening by mid-night.
- **CSO vans may not be driven “off road”** under any circumstances.

How Can I Reserve an SGA Van?

- **Fill out a van reservation form** on-line at www.sophia.smith.edu/sga/sgavans. The e-form, once submitted, will automatically be sent to sgavans@smith.edu to be processed. Processing time is 48 to 72 hours. If you haven't received e-mail confirmation after 72 hours, call 413-585-4950.

- **Van reservation forms must be submitted a minimum of seven calendar days in advance of your reservation date.** We need the seven days to coordinate weekly van schedules, get back to you to confirm, and arrange for key pick-up. Requests received fewer than seven days before your program or event will not be honored. Please remember, van use is for travel to programs and events scheduled in advance, not for last-minute opportunities.
- **Allow time** for pick-up and drop-off in your requested *Pick-up* and *Return* times. Also, allow time for cleaning the van and completing SGA forms.
- **Arrange for SGA certified, licensed drivers to drive** the van(s). The van requestor should list **driver names and their cell phone numbers** on the van reservation form.
- **Keep in mind:**
 1. **Two certified drivers are required for all trips, at all times, in case of the incapacitation of the designated driver**
 2. **Three certified drivers per van are *required* for distances over 350 miles one way.**
 - All drivers must take a break every 3 hours, for at least one hour
 - No vehicle may be driven more than 12 hours in one 24-hour period.
- To change the assigned drivers after you have sent the van reservation form, contact the SGA Office, Monday, Wednesday, Friday, 9 a.m. – 5 p.m. or Tuesday, and Thursday 9 a.m. – 7:30 p.m. Please plan ahead as driver changes can only be done during the SGA office hours.
- **Public Safety is not authorized to make changes to the schedule.**

How Can I Reserve a CSO Van?

- **Fill out a van reservation form**, go on-line go to the CSO website (www.smith.edu/cso) and click on Transportation, find a link to the form. The form is automatically sent to the CSO student e-mail account (sos@smith.edu), and students should expect to receive a response within 72 hours. If the reservation is made after 10:00 am on Friday morning, do not expect a response before Monday.
- **Van reservation forms must be submitted a week in advance of your reservation date AND THE DRIVER MUST MAKE THE RESERVATION AND INCLUDE A CELL PHONE NUMBER FOR CONTACT.** We need the seven days to coordinate weekly van schedules, get back to you to confirm, and arrange key pick-up.
- **Allow time** for pick-up and drop-off in your requested times. Also, allow time for cleaning the van and completing CSO forms.
- To change a reservation after you have filed the van form, email sos@smith.edu with the change or call the office at 413-585-2793.

SGA/CSO Cancellation Policy

The Van Coordinators reserve the right to deny use of vans in extreme weather conditions; if the vehicle is in need of maintenance; or has been in a recent accident. This is for the protection of drivers and passengers as well as for the vans.

If I Have an Accident in an SGA/CSO Van, What Are the Ramifications?

If your actions are found to be the cause, meaning **you are at-fault**, you and your organization or house will lose van privileges (see below) and you and/or your organization/house **will be charged for the total cost of the repair or for the \$500 insurance deductible**. For example, if the damage to the van costs \$375 to repair, that is the amount that would be charged since it is less than the \$500 deductible. Now, say the damage costs \$1500 then the deductible of \$500 comes into play.

If damage to the van is not reported, **the liability for the damage will be split between the last two organizations/houses/individuals to use the van preceding the discovery**. It is imperative that all accidents are reported promptly.

Please be aware that there are driver penalties for at-fault accidents.

- If the accident consists of hitting a stationary object (e.g. telephone pole, guard rail, gas pump), privileges are suspended for one-full semester.
- If the accident involves two insurance carriers (e.g. accident with another car, or with a building), privileges are suspended for one year.
- If the van driver is ticketed for running a red light or stop sign, DUI, reckless driving, privileges are suspended for two years.
- If the accident includes injuring a person(s) or totaling a van, privileges are suspended permanently while attending Smith College

Who is Responsible for Repair Costs?

The SGA/CSO covers the cost of **daily van maintenance**.

In the case of a **breakdown**, the SGA/CSO will also cover the cost of repairs or Smith College's deductible.

The SGA/CSO will cover the costs of repair if it wasn't caused by driver negligence. However, if an accident is caused **by a problem that existed before the driver left campus** (e.g. if the driver found a mechanical problem in his/her initial inspection, but failed to report it and decided to drive anyway), the **sponsoring organization/house/ individual will cover a portion of repair costs**. In addition, if the Van Coordinator finds that an accident was caused by the driver, the driver may be charged in some circumstances (see above).

If an accident or breakdown occurs and **the driver does NOT fulfill reporting requirements**, the sponsoring organization/house/ individual will be charged the **full deductible** as well as the full amount of the repair cost.

What to Do in Bad Weather

If you have picked up the keys already, but have not left Campus yet and the weather does not look good, please **Do Not Drive**. When you have already picked up keys for weekend or evening use and the weather becomes severe, you will be notified **Not To Drive** and to return the keys to your respective key box drop off. **DO NOT DRIVE IF YOU HAVE BEEN NOTIFIED NOT TO**. When severe weather occurs after you have left, use extra caution when driving. In the case of severe weather, do not drive back to Campus. If you are unsure whether conditions are safe, check the local weather and call your Van Coordinator for advice. The vans are not equipped with 4-wheel drive. When in doubt, don't drive!

PICKING UP/RETURNING A SGA VAN

What do I do before I hit the road?

1. **Key pick-up:** The SGA 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. Remember, key pick-up is only available Monday – Friday from 9:30 a.m. to 4:30 p.m., so plan accordingly.
2. **The driver must show the SGA Office Staff:**
 - a. Student ID and
 - b. Valid driver's license.
3. **Pick-up the van(s)** in the Tilly Hall lower parking lot, next to Public Safety on Henshaw Avenue. Vans are located in designated SGA parking spots. See page 19 for a map of the parking area/spaces.
4. **Inspect the van for any malfunctions**, on the front cover of the van binder is a list of items to check. If you find an issue, report it immediately to the SGA Van Coordinator who will supply you with another van if one is available. **Do not drive off!**
5. **Load-up your passengers and make sure everyone is using their seatbelts** before you drive off. Massachusetts Law requires that all passengers and drivers wear seatbelts while the vehicle is moving. Most neighboring states also require seatbelts.
6. **Fill out and return the “SGA Van Passenger List” form to the white drop-off box on the loading dock ramp located behind the Campus Center and CDO before leaving Campus. Be sure to use the punch clock to show time and date of submitting the list. Not doing so will result in a \$25 fine to your house or organization each time the clock is not used.**
7. 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 SGA within 10 days to be reimbursed for your initial gas expense at the start of your trip.
8. If you've changed your destination or are returning later than expected, and it's after office hours, please leave a voice-mail message at 413-585-4950 with the new information.

Drivers without proper ID will be denied van keys. No one but the designated driver can pick up van keys.
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Returning to Campus

1. **Fill the gas tank before you return 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.
2. **Park the van** in one of the SGA designated-numbered parking spaces at Tilly Hall lower. If you park elsewhere on Campus and receive a ticket, you will be responsible for paying for it.
3. **Clean the van.** 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).
4. **Turn off all lights**, including the dome light on the inside of the van. Not doing so can drain the battery causing the next group delays while waiting for the battery to re-charge.
5. **Close all windows and lock all doors.**
6. **Return the key to the key drop-off box on the loading dock ramp located behind Campus Center and CDO.** If you do not return them on time, the SGA may suspend your sponsoring organization or house van privileges (see page 16).
7. **Be Safe!** If you get back to Campus late at night call Public Safety at 413-585-2490 for an escort back to your residence.

PICKING UP/RETURNING A CSO VAN

What do I do before I hit the road?

1. **Key pick-up:** The CSO van-certified driver(s) identified on the van reservation form should pick up the van key at the CSO in the lower level of the Chapel. Key pick-up is only available Monday – Friday from 9:30 a.m. to 3:30 p.m., so plan accordingly.
2. **The driver must show the CSO Staff:** Student ID and a valid driver's license and should leave a passenger list in the office.
3. **Pick-up the van(s)** in the Chapel parking lot on the side of the building in the designated CSO parking spots.
4. **Inspect the van for any malfunctions or problems.** If you find an issue, report it immediately to the CSO Van Coordinator who will supply you with another van if one is available. **Do not drive off!**
5. **Load-up your passengers and make sure everyone is using their seatbelts** before you drive off. Massachusetts Law requires that all passengers and drivers wear seatbelts while the vehicle is moving. Most neighboring states also require seatbelts.
6. Drive safely and report any problems.

Drivers without proper ID will be denied van keys. No one but the designated driver or backup driver can pick up van keys.

Returning to Campus

8. **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.
9. **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).
10. **Turn off all lights,** including the dome light on the inside of the van. Not doing so can drain the battery causing the next individual delays while waiting for the battery to re-charge.
11. **Close all windows and lock all doors.**
12. **Return the key 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.
13. **Be safe!** If you get back to Campus late at night, call Public Safety at 413-585-2490 for an escort back to your residence.

EMERGENCY PROCEDURES

Stop safely at the scene. Park the van as safely as possible off the traveled portion of the roadway, in a median, a breakdown lane or shoulder. Try not to park on a curve or the crest of a hill.

- 1. Call 911.** Use the van cell phone or your own to ask for the local police and medical assistance if necessary.
- 2. Turn on your emergency flashers and shut off the engine.**
- 3. Attend to your safety and the passengers' safety first.** If no one needs medical attention, have passengers get out of the vehicle and away from the road. **Exit on the side away from traffic and stand well off the road.**
- 4.** If feasible use the road-safety triangles found in the orange emergency kit. Place one in front of the van and two behind it at some distance from the van so other drivers are alerted that something has happened.
- 5. Notify Public Safety and your Van Coordinator of the accident** as soon as possible.
- 6. Do not discuss the accident with anyone other than the police and college officials** except to obtain driver, vehicle, insurance carrier, and witness information. Be courteous and avoid confrontational language when addressing police, college officials, and other drivers. **Acknowledge only facts to the other driver. Never tell the other driver that you or Smith College are at fault for the accident.**
- 7. Exchange the following information with any other driver(s) involved:**
 - Name and address of owner and operator of the vehicle;
 - Car license plate and State;
 - Vehicle model, make & color;
 - Time, date, and location of the accident;
 - Insurance company and policy number -
Fred Church Insurance Policy #: MAA 018751710
Connector Park, 41 Wellman St. Ph: (800) 225-1865
Lowell, MA 01851 Fax (978) 454-1865
 - Registration materials and other emergency information are located in the glove compartment.
- 8. Record witness information:** if someone witnesses the accident (from inside or outside of the van), please ask for his/her name, address, and telephone number so that we may contact them if needed.
- 9. If the local police do not write up a report** (because the damage is under \$1,000 and there are no injuries) ask them to make a note that the accident was reported, so that we may contact them for insurance purposes.
- 10. Follow the instructions given by the Public Safety official.** The officer in charge will help determine what action should be taken (such as towing or repair) based on the circumstances of the accident..
- 11. Complete an accident report when you return to Campus.** Accident reports are available in the glove compartment of each van. Please hand it in to your Van Coordinator. These reports are essential to communicate with the Smith mechanic and our insurance company

In the event of bodily injury:

- Call 911;
- Keep the injured person warm and still; Never move a person who has or complains of neck or back pain unless they are in danger of further injury where they are;
- If the injured person is taken from the scene for medical treatment, find out where they were taken;
- Notify Public Safety immediately so that college officials can be notified;
- If you are injured, another certified driver must drive the van back to Campus if the van is drivable. If no one else in the van is van certified notify your Van Coordinator for assistance.

What to Do if the Van Breaks Down

- 1. Help prevent breakdown!** Do not drive the van if you detect any problems after starting it up. If you find the van not functioning or damaged, contact your Van Coordinator.
- 2. Use common sense when a van breakdown occurs on the road:**
 - Put passenger safety first;
 - Park the van as safely as possible off the traveled portion of the roadway, in a median, a breakdown lane or shoulder. Try not to park on a curve or the crest of a hill;
 - Place the transmission lever in park and apply the parking break;
 - Turn on emergency flashers and shut off the engine;
 - Set up triangles found in the orange emergency kit;
 - Have passengers exit the van on the side away from the road and stand well off the road.
- 3. The Paragon Motor Club is the SGA/CSO roadside assistance program.** The membership card for each van is found in the glove compartment. If it is missing, call your Van Coordinator, to get the number. Paragon will handle flat tires, dead batteries, lock-outs, low fuel and possibility windshield wipers and the van can be towed to a Dodge dealership or garage 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, transportation or lodging.
- 4. If Paragon Motor Club feels that the problem is mechanical, you must notify your Van Coordinator.** The Van Coordinator who will determine what action should be taken (such as towing or repair) based on the location of the van, the time of day, and the circumstances of the breakdown. **Do not attempt to make it back to Campus if the van is not functioning due to mechanical issues or an accident.**
- 5.** If a van breaks down and is towed, the van driver should contact the Van Coordinator who will contact Public Safety and they will contact the State Patrol requesting a “transport” of our students back to Campus. If the van is towed, please bring van materials (binders) with you to return to your Van Coordinator.
- 6. 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 Public Safety Officer or the Van Coordinator, do not return to Campus without the van.

If you get stuck overnight, due to unavoidable circumstances such as bad weather conditions, van break down, or illness, and your group does not have the available funds for lodging and food, call your Van Coordinator to help with arrangements. Upon your return, discussion will be held with your Van Coordinator about what will be reimbursed by your organization/house/individual and what will be covered.

Also, when bad weather occurs, use extreme caution when driving. In the case of a severe weather, do not drive back to Campus. If you are unsure whether conditions are safe, check the local weather or call your Van Coordinator for advice. The vans are not equipped with 4-wheel drive. When in doubt, don't drive!

PENALTIES AND FINES

Sponsoring organizations, houses, or students who abuse their privileges will lose them, and in some cases may be further penalized. The following are offenses which may result in a penalty, a fine, or the loss of privileges.

1. Failure to return a SGA van with a full tank of gas:

If a driver fails to return a van with a full tank, the SGA Van Coordinator will bill the sponsoring organization/house/individual for the **cost of the gas plus a \$50 fine.**

2. Failure to return the van or key in a timely manner:

If a driver fails to return a van or key on time, **organization/house/individual privileges will be revoked for the rest of the academic semester.** Vans must be returned to the assigned parking lot. If the problem occurs within four weeks of the end of a semester, organization/house/individual's privileges will be revoked the following semester as well

3. Any unauthorized use of a SGA/CSO Van, including driving outside your reservation time or driving when van use is cancelled because of snow/weather:

Unauthorized use **will result in serious disciplinary action** including van certification suspension.

4. A non-certified driver driving a SGA/CSO Van:

If circumstances result in a non-certified driver having to drive the van back to Campus, **the driver of record will lose his/her privileges for the semester including their organization or house will lose privileges to drive any Smith vehicles.** If the problem occurs within four weeks of the end of a semester, the organization/house/individual's privileges will also be revoked for the following semester as well.

5. Failure to complete the required SGA/CSO "Van Passenger List:"

If a driver fails to complete this paperwork and doesn't hand it in before leaving Campus, **the sponsoring organization/house/individual will receive a \$25 fine per incident.** Also, the Van Coordinators can revoke the driver's certification depending on the severity of the incident.

6. Talking on cell phones while driving:

Drivers may not talk on personal or van cell phones while driving SGA vans. Drivers who talk on the phone while driving an SGA van will **lose their certification for one semester.**

7. Leaving the van dirty:

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

8. Breaking van windshield wipers:

By using the wipers to clear off snow or ice on the windshield it can result in the wipers not functioning correctly. SGA/CSO will impose a **\$50 fine to the organization/house/individual responsible.**

9. Transportation and/or consumption of alcohol:

Students, regardless of age, may not transport or consume alcohol in SGA/CSO vans (or have bottles or cans of alcohol stashed under the van seats) the **violators will be referred to the Associate Dean of Students and/or Dean Walters.**

10. Failure to file an accident report with the local police where the accident occurs, failure to fill out an accident report upon returning to Smith or failure to notify the Van Coordinator or Smith College Public Safety:

Accident reports are in the glove compartment of each van. The result of not handing in an accident report to your Van Coordinator will be a **loss of driving privileges for the driver and the loss of organization and house van privileges for up to one year.**

11. Causing an accident:

All accidents are reviewed and investigated by your Van Coordinator to determine the cause and if it was preventable or not. If the **driver of the van was at fault, the findings will be documented and disciplinary proceedings initiated.** Reported incidents of near misses, reckless driving, and failure to wear seatbelts will be investigated for appropriate disciplinary action. Drivers may submit appeals to your Van Coordinators to review and to either the Associate Dean of Students or Dean Walters for a decision.

12. Receiving a moving violation:

The Van Coordinators can suspend or revoke driving privileges for those drivers who have been given moving violations while driving an SGA/CSO van. Students who face criminal charges, including driving recklessly, driving to endanger, or driving under the influence of drugs or **alcohol will come in front of the College Judicial Board for further action.**

13. Paying parking citations:

Smith College does not allow school funds to be used to pay parking tickets or other traffic violation fines. The individual who was driving is responsible for paying parking citations promptly. No organization or house account can be charged. If parking fines are not paid or reported, **the driver responsible for the citation will be billed for the citation amount plus a \$50 handling charge, and may lose driving privileges.** Unpaid parking tickets prevent SGA/CSO from registering the vans.

14. Loss of a SGA/CSO van key:

There is a \$50 charge for replacing a metal keys and \$195 for a key fob for SGA Vans 3, 8, 9. The **sponsoring organization/house/individual will be responsible for paying the fine.**

15. Smoking in SGA/CSO vans is strictly prohibited. If students smoke in SGA vans, the Van Coordinator will **revoke the sponsoring organization/house/individual.**

16. Using SGA/CSO vans for personal use

No one may use SGA/CSO vans for personal use. **Violators will have their van certification revoked** and will be referred to the Associate Dean of Students or Dean Walters plus face the College Judicial Board for further action.

COMPENSATING FOR VAN CHARACTERISTICS

Driving a van may not be a daily experience for most drivers, so be especially careful. Driving a van requires extra caution at all times. **Vans are larger and heavier than a car, and must be handled differently.** You can compensate for its characteristics and operate it smoothly and safely. Here are some tips to keep in mind when driving a van.

Making 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. Use turn signals well in advance. Make turns more slowly than you would with a car. 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.

Following Distance:

A loaded van is more difficult to stop than an automobile traveling at the same speed. Therefore, you should use a **three-second following rule for a van**, as opposed to a two-second following rule for a car. The three-second rule works as follows: after the rear of the vehicle you are following passes a fixed object, count 1001 - 1002 - 1003. If the front of your vehicle passes the same object before you count to 1003, you are following too closely. In **poor weather conditions or when fully loaded**, slow down and increase distance to **four seconds** or more.

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 emergency flashers and back slowly. Have your passenger(s) assist you, but make sure they understand what you expect from them. Watch out for your own passengers walking across the front of the van or behind it as they board or leave. When in a line of stop-and-go traffic, never get so close to the vehicle in front of you that you lose sight of its brake lights and directional signals.

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. Be aware of the terrain into which your passengers will disembark. **It is your responsibility as the driver to be aware of potential hazards.**

SGA VAN PARKING:

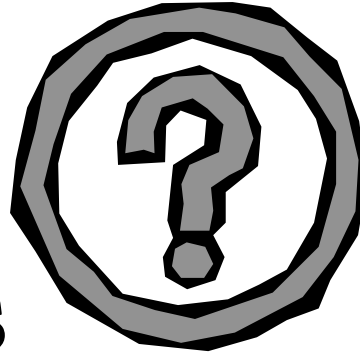
Parking spaces are labeled by van number. Please make sure you park in the designated space for the van you are driving!



CSO VAN PARKING:

Along the south side of Helen Hills Hills Chapel.

Questions



Ask the SGA Staff!

Mon, Wed, & Fri: 9:00 – 5:00 pm

Tues & Thurs: 9:00 – 7:30 pm

206 Campus Center

413-585-4950

Sharon Fagan's Cell Phone

413-695-5772

Ask the CSO Staff!

Monday to Friday 9:00 – 4:00 pm

Helen Hills Hills Chapel

413-585-2793

Sherry Wingfield's Cell Phone

413-575-8559