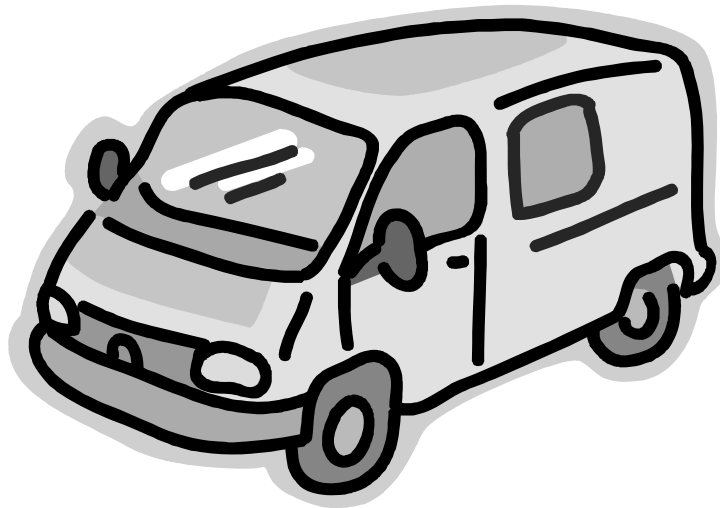


# **SGA Van**



# **Manual**

## **2008-09**

REVISED 09-08-08

# 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 are attended to, exchange information with the other driver(s), if needed.** You will need the other driver's name, address, insurance information, vehicle registration number, vehicle model, and color. For more information, please see page 11.
3. **Call Public Safety** using the van cell phone (instructions below). 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 11-12**

---

## Using SGA Van Cell Phones

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

<b>Emergency Response</b>	<b>911</b>
Paragon Motorclub	1-888-597-2863
Public Safety	(413) 585-2490
SGA Office	(413) 585-4950
SGA Van Reporting Line	(413) 585-4951
Sharon Elaine Fagan cell #	(413)-695-5772

**Student Government Association (SGA) Office**  
**206 Campus Center, 585-4950**

Mon, Wed. & Fri: 9:00 – 5:00 pm  
Tues & Thurs: 9:00 – 9:00 pm

<b>SGA VAN FACTS.....</b>	<b>4</b>
What are Vans for? .....	4
Who Can (and Cannot) Ride in SGA Vans?.....	4
Are SGA Vans, Wheelchair Accessible?.....	4
<b>DRIVER INFORMATION.....</b>	<b>5</b>
Who Can Drive SGA Vans? .....	5
Van Driver Requirements: .....	5
Applying for SGA Van Driver Status.....	5
When are SGA Van Certification Seminars?.....	5
Do I Need to Re-Certify Each Academic Year?.....	5
Can International Students Drive With an International License? .....	5
<b>WHAT ARE MY RESPONSIBILITIES AS AN SGA VAN DRIVER?.....</b>	<b>6</b>
<b>MAKING A RESERVATION.....</b>	<b>7</b>
Who Can Reserve and Use SGA Vans? .....	7
When are Vans Available?.....	7
How Many Vans May I Reserve at One Time?.....	8
Where Can I Go? .....	8
How Can I Reserve a Van?.....	8
SGA Cancellation Policy .....	8
<b>RAMIFICATIONS OF BEING INVOLVED IN AN ACCIDENT.....</b>	<b>Error! Bookmark not defined.</b>
If I Have an Accident in an SGA Van, what are the ramifications?.....	9
Who is Responsible for Repair Costs?.....	9
<b>PICKING UP AND DRIVING A VAN.....</b>	<b>10</b>
What do I do before I hit the road?.....	10
Returning to Campus .....	10
<b>EMERGENCY PROCEDURES.....</b>	<b>11</b>
What to Do if the Van Breaks Down .....	12
<b>PENALTIES AND FINES .....</b>	<b>13</b>
<b>COMPENSATING FOR VAN CHARACTERISTICS .....</b>	<b>15</b>
Making Turns.....	15
Following Distance .....	15
Blind Spots.....	15
Parking and Loading/Unloading.....	15



## SGA VAN FACTS

The SGA has 8 vans, which are

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

### **What are Vans for?**

Vans are intended for Smith student organization and house programs and event attendance, and are not for emergency or personal use. Vans may be used to carry passengers, only. They are not intended for hauling equipment or other property.

### **Who Can (and Cannot) Ride in SGA Vans?**

- Up to six Smith students, faculty and staff *may* ride in SGA vans, with one driver. Five-College students who are members of Smith Organizations are also allowed. Their student IDs must be on file in the SGA Office. No more than seven people may ride in a 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.

### **Are SGA Vans, Wheelchair Accessible?**

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

***Please remember that using SGA vans is both a privilege and a responsibility***

The SGA asks you to respect this by following Smith's policies for use. Familiarize yourself with them and ask the SGA Office staff if you have any questions. We're here to help!

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

### **Vehicle Safety**

Smith College requires drivers to practice vehicle safety at all times. The SGA 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 follow the rules established by the College Fleet Committee, and to abide by all campus regulations, as well as all local, state, and federal laws.

For more information about Smith College's vehicle use and safety policies, please refer to the *Smith College Fleet Vehicle Handbook*, which is available from the SGA Office.

# DRIVER INFORMATION

## ***Who Can Drive SGA Vans?***

### **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 36 months, 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 for SGA Van Driver Status**

Students who would like to be considered for SGA van driver status should:

1. Attend the SGA van driver certification seminar,
2. Attend a Defensive Driving course offered by One Beacon Insurance Company,
3. Fill out the Van Driver License Record, front and back, and sign it,
4. Submit the form to the SGA Office along with a copy of your license (front & back).
5. Permit Public Safety or the SGA Van Coordinator to obtain an abstract of her/his driving history record from the Department of Motor Vehicles.

The SGA Van Coordinator will review each driver's license record to assess whether the student qualifies for SGA driver status. The SGA Van Driver Certification Policy is available in the SGA Office.

### **When are SGA Van Certification Seminars?**

The SGA Office offers van certification seminars throughout each semester. Seminars will be announced on *eDigest*, through e-mails and flyers.

The SGA Office has a list of certified drivers. If you want to verify whether you or anyone in your organization is certified, please ask.

### **Do I Need to Re-Certify Each Academic Year?**

Yes. All previously certified students will now be required to be re-certified each academic school year.

### **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/](http://www.mass.gov/rmv/) for information.

## What Are My Responsibilities as an SGA Van Driver?

By signing the Driver Agreement 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 only,** not for personal business at any time.
- 3. Do not permit an 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 individual, organization or house 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 loud, throw things, or otherwise distract you.
- 6. Pay all tolls, speeding tickets, parking tickets and traffic violations.** Smith College will not reimburse anyone for traffic violations. Should the SGA Office 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 SGA driver certification. In the case of a speeding ticket, you will automatically lose your SGA driver certification for one semester or academic year, depending on the circumstances. (See page 14 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!** Seat belt use is mandatory in Massachusetts, as well as in most neighboring states. *Failure to enforce passenger seat belt use may result in the loss of individual, house, or organization driving privileges.*
- 11. No smoking in SGA vans. Also, no alcohol may be consumed or transported in SGA vans.**
- 12. In the event of an accident or breakdown, take responsibility for your passengers' safety when possible.** (See pages 11-12 for more information).
- 13. Call the SGA van reporting line at 585-4951.** Report driver and organization names, date driven, van number, mileage, as well as any problems, accidents, or breakdowns.
- 14. Clear the van** of all snow, ice or other debris with the van's snow brush before driving. **DO NOT** use the windshield wipers to clear snow and ice from the windshield. This breaks the wipers and puts the vans out of commission. If you break the wipers, your organization or house will be fined \$50.
- 15. Ensure that the van is returned to campus,** even in the case of breakdown. (See page 12 for more information).

# MAKING A RESERVATION

## ***Who Can Reserve and Use SGA Vans?***

**Student organizations** (only these two members may reserve vans for their organization)

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

**Houses**

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

**Exceptions are:**

**Senior Class** (during Senior Week, for organized class activities only)

- Senior Class Cabinet members
- Official Senior Class designee

**J-Term**

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

<b>Students who do not hold one of the positions listed above may not reserve vans.</b>
---

## ***When are 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*

**Weekdays & Weekends**

- **Weekend** van use (Friday morning – Sunday midnight) is when vans are in high demand. Plan well in advance and get your reservations in as soon as you can. Reservations for Fall semester are accepted on the first day of class. Reservations for Spring semester are accepted the first Monday after Thanksgiving break.
- **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.

**Other guidelines**

- You may reserve a van for up to five consecutive days.
- You must reserve vans seven calendar days in advance of the reservation date if available.
- The van coordinator reserves vans on a first come, first served basis. Plan ahead!
- The reserver should alert the SGA Office to cancel a reservation as soon as he/she knows. Please let us know during regular office hours, if possible. Otherwise, leave a message at 585-4950.

## ***How Many Vans May I Reserve at One Time?***

- You may reserve a maximum of **two vans** for any one event.

## ***Where Can I Go?***

- SGA vans may travel **up to 250 miles in any direction from Smith Campus**.
- 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.) Simply fill out your van reservation form as usual, and note your request for additional mileage. Mention your request to the SGA Office staff when you file. The SGA Van Coordinator will respond to you with van availability.
- **Requests for permission to travel to Canada** are limited to conferences and academically-focused trips only. All requests will be reviewed by the SGA Van Coordinator. 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 all 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.

## ***How Can I Reserve a Van?***

- **Fill out a van reservation form** on-line at [www.sophia.smith.edu/sga](http://www.sophia.smith.edu/sga). The e-form, once submitted, will automatically be sent to [sgavans@smith.edu](mailto: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 x4950.
- **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 with Public Safety so you can access the vans 24 hours a day. Requests received fewer than seven days before your event will not be honored. Please remember, van use is for travel to scheduled events; not for emergency use.
- **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 on the van reservation form.
- *Keep in mind:*
  - **Two drivers are required for all trips, at all times, in case of the incapacitation of a driver.**
  - Three drivers per van plus backups 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 driver after you have filed the van form, contact the SGA Office, Monday - Friday, 9 am – 5 pm. Please plan ahead. Driver changes must be made with the SGA Office during office hours. **Public Safety is not authorized to make changes to the schedule.**

## ***SGA Cancellation Policy***

**The van coordinator** reserves the right to deny use of vans in extreme weather conditions or if the vehicle is in need of maintenance. This is for the protection of drivers and passengers as well as for the vans.

## RAMIFICATIONS OF BEING INVOLVED IN AN ACCIDENT

### ***If I Have an Accident in an SGA Van, what are the ramifications?***

If your actions are found to be the cause, meaning, you are at-fault, your organization will lose van privileges (see below) and you and/or your organization/house will be charged for the cost of the repair or for the \$500 insurance deductible.

For example, the damage to the van is \$375 to repair that is the amount that you and/or your organization or house would be charged since it is less than the \$500 deductible. If the damage is \$1500, the most you and/or your organization or house would be charged for is the \$500 maximum for the deductible.

If damage to the van is not reported, when the damage is discovered, the liability for the damage will be split between the two groups 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), driver 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 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, privileges are suspended permanently while a student.

### ***Who is Responsible for Repair Costs?***

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

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

The SGA will also cover the costs of repair due to most **accidents.** However, if an accident was 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 or house will cover a portion of repair costs or Smith College's insurance deductible.** In addition, if the van coordinator finds that an accident was caused by the driver, the driver may be charged in some circumstances.

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

# PICKING UP AND DRIVING A VAN

## *What do I do before I hit the road?*

1. **Key pick-up:** The SGA certified driver identified on the van reservation form should pick up the van key and van binder at Public Safety. Drivers may pick up keys after the time requested.
2. **The driver must show the Public Safety officer on duty:**
  - a. Student ID and
  - b. Valid driver's license.
3. **Fill out and return the "SGA Van Passenger List"** form to Public Safety with the name and house of each passenger before leaving Campus. Not doing so can result in fines to your house or organization.
4. **Pick-up the van(s)** at the Tilly Hall lower parking lot, next to Public Safety on Henshaw Avenue. Vans are located in designated SGA parking spots.
5. **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 Public Safety. They will contact the SGA Van Coordinator to supply you with another available van. **Do not drive off!**
6. **Load-up your passengers and MAKE SURE EVERYONE IS SEATBELTED** 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.
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 will 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.
8. If you've changed your destination or are returning later than expected, please inform Public Safety (585-2490) and the SGA Van Coordinator (585-4950) of the situation.

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

## Returning to Campus

1. **Fill the gas tank before you return to campus.** Remember, the SGA will not reimburse you for gas. However, the SGA will fine the sponsoring organization or house the cost of gas and a \$50 fine if you return the van without filling the tank.
2. **Park the van** in one of the designated SGA parking spaces at the Tilly Hall lower parking lot. If you park elsewhere on campus and receive a ticket, you will pay it out-of-pocket.
3. **Call in to SGA Van Reporting line at 585-4951.** Include driver and organization name, date driven, van number and mileage. Also, mention if you experienced any mechanical issues or if the van showed any damage when you picked it up.
4. **Clean the van.** Please clean up after yourself and be considerate of others. If you leave your mess for the next person, the SGA will fine your sponsoring organization or house \$25 on the first offense, AND on the second offense, will revoke van privileges for a full semester. If the offense occurs during the final four weeks of a semester, organization or house privileges will be revoked for the following semester.
5. **Turn off all lights**, including the dome light on the inside of the van.
6. **Close all windows and lock all doors.**
7. **Return the key and binder to Public Safety** on time. If you do not return them on time, the SGA may suspend your sponsoring organization's van privileges.
8. **Be safe!** If you get back to campus late at night (or early in the morning) ask Public Safety for an escort back to your residence.

## EMERGENCY PROCEDURES

1. **Stop safely at the scene.** Park the van out of traffic and put on the parking brake.
2. **Call 911.** Use the van cell phone and ask for the local police and medical assistance if necessary. (See cell phone instructions on page 2).
3. **Attend to your safety and passenger 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.
4. **Notify Public Safety of the accident** as soon as possible. Use the van cell phone.
5. **Do not discuss the accident with anyone other than the police and college officials** except to obtain driver, vehicle and 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 is at fault for the accident.**
6. **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
  - Registration materials and other emergency information, located in the glove compartment
  - 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
7. **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.
8. **If the local police do not write up a report** (because the damage is minimal and there are no injuries) ask them to make a note that the accident was reported.
9. **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 location of the van, the time of day, and the circumstances of the breakdown.
10. **Complete an accident report when you return to campus.** Accident reports are available at Public Safety at all times. 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, record where they are taken.
- Notify Public Safety immediately so that college officials can be notified.
- If you are injured, another SGA certified driver must drive the van back to campus. If no one else in the van is SGA certified, notify Public Safety.

## ***What to Do if the Van Breaks Down***

- 1. Help prevent breakdown!** Do not drive the van if you detect any problems before you leave Campus. If you find the van damaged, report the damage immediately to the SGA Office (413-585-4950) or Public Safety (413-585-2490) if the SGA Office staff is unavailable.
- 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.
  - Have passengers exit the van on the side away from the road and stand well off the road.
- 3. Paragon Motorclub, is our roadside assistance program.** The membership card for each van is found in the glove compartment. If it is missing, call Public Safety (413-585-2490) or the SGA Van Coordinator, (413-585-4950) to get the number. The AutoClub will handle flat tires, dead batteries, and lock-outs and can tow the van to a Dodge dealership or garage. Anything that is considered mechanical is not handled under this plan. Windshield wipers are considered mechanical so be sure they are working before you leave Campus. Drivers are not authorized to have repairs made without consulting with Public Safety or with the SGA Van Coordinator, and will not be reimbursed for unauthorized repairs, transportation or lodging.
- 4. If “Paragon Motorclub” feels that the problem is mechanical, notify Public Safety at (413) 585-2490 using the van cell phone.** (See inside cover for more information about the van cell phone). The officer in charge will help you to 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 in a damaged vehicle.**
- 5. 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 SGA Van Coordinator, do not return to campus without the van.
- 6. 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 Public Safety (413-585-2490). They will communicate your situation to the van coordinator or Rae-Anne Butera, Associate Dean of Students, to cover the expenses. Upon your group’s return, discussion will be held with the SGA Van Coordinator about what will be reimbursed by your house or organization.

Also, when bad weather occurs, use extra caution when driving. In the case of a severe snowstorm, do not drive back to campus. If you are unsure whether conditions are safe, check the local weather and/or call Public Safety 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 the van with a full tank of gas**

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

**2. Failure to return the van, binder or key in a timely manner**

If a driver fails to return a van, binder or key on time, organization or house privileges will be revoked for the rest of the academic semester. Vans must be returned to the parking lot at Tilly Hall. If the problem occurs within four weeks of the end of a semester, the organization or house's privileges will be revoked the following semester as well. Drivers who are running late must call Public Safety with their expected arrival time. If the vans are late because of unavoidable circumstances such as severe weather, traffic accidents or breakdown, there is no penalty.

**3. A non-certified driver driving an SGA Van**

If circumstances result in a non-certified driver having to drive the van back to Smith, the driver of record will lose his/her privileges for the semester. If the problem occurs within four weeks of the end of a semester, the organization or house's privileges will be revoked the following semester as well. Call Public Safety for assistance in making arrangements to get the van back to Campus using a certified driver.

**4. Failure to complete the required "Van Passenger List"**

If a driver fails to complete this paperwork and doesn't hand it in to Public Safety, the sponsoring organization or house will receive a \$25 fine per incident. Also, the SGA Office may revoke the driver's SGA certification depending on the severity of the incident.

**5. Failure to call in to the SGA Van Reporting Line**

If a driver fails to call in to the SGA Van reporting line with van information, the organization or house will be assessed a \$25 fine per 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.

**7. Leaving the van dirty**

If you leave the van messy or dirty, the SGA will impose the following:

First offense: \$25 fine to the sponsoring organization or house.

Second offense: Revoked van privileges for the sponsoring organization for a full semester. If the offense occurs during the final four weeks of a semester, organization or house privileges will be revoked for the following semester.

**8. Breaking van windshield wipers** by using them to clear snow and ice off the windshield before driving will result in a \$50 fine to each sponsoring organization or house.

**9. Transportation and/or consumption of alcohol**

Students, regardless of age, may not transport or consume alcohol in SGA vans. Violators of this policy will be referred to the Dean of Students and/or the College Judicial Board and the sponsoring organization or house will lose van privileges for up to a year.

**10. Failure to file an accident report with the local police where the accident occurs, or failure to notify Smith College Public Safety** may result in loss of driving privileges for the driver or the loss of organization and house van privileges for up to one year. Accident reports are available around the clock at Public Safety.

**11. Causing an accident**

All accidents are reviewed and investigated by the SGA Van Coordinator to determine the cause of the accident and if it was preventable or non-preventable. 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 of the vehicle coordinator's review to the Associate Dean of Students.

**12. Receiving a moving violation**

The SGA Van Coordinator or SGA cabinet may suspend or revoke driving privileges for those drivers who have been given moving violations, whether the violation was given while driving an SGA van or not. Students who face criminal charges, including driving recklessly, driving to endanger, or driving under the influence of drugs or alcohol may face additional disciplinary action in accordance with the Student Code of Conduct.

**13. Paying parking citations**

Smith College does not 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. Copies of any citations should be filed with the SGA Office. 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 the SGA from registering the vans and are a serious matter.

**14. Loss of the van key**

There is a \$50 charge for replacing a van key. The sponsoring organization or house will be responsible for paying the fine.

**15. Smoking in SGA vans** is strictly prohibited. If students smoke in SGA vans, the SGA Office will revoke the sponsoring organization's van privileges.

**16. Using SGA vans for personal use**

No one may use SGA vans for personal use. Violators will have their SGA van certification revoked and will be referred to the Dean of Students and/or 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 personal cars, and handle 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.

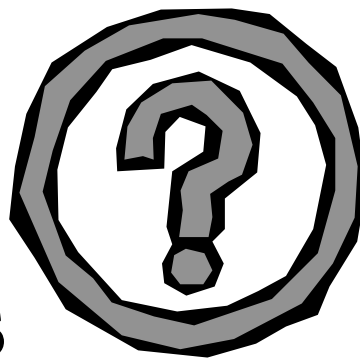
### **Blind Spots**

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 to be aware of potential hazards.

# Questions



**Ask the SGA Staff!**

Mon, Wed, & Fri: 9:30 – 5:30 pm

Tues & Thurs: 8:30 – 9:00 pm

**206 Campus Center**

**413-585-4950**

**Sharon Elaine Fagan's Cell #**

**413-695-5772**