

Complete prior to field trip and return form to department administrative office

## DEPARTMENT OF EARTH SCIENCE

### Contract for designated driver of university vehicle

Driver's Name \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Academic Year Field Trips circle one:      2009-2010      2010-2011      2012-2013

**As a designated driver, I agree to the following:**

- 1) I will carry my valid driver's license whenever I am driving the vehicle.
- 2) I will always drive responsibly and safely. I understand that the vehicle I am assigned to drive is a large vehicle with passengers.
- 3) Before the trip, I will inspect the vehicle for damage at the time of pickup or before leaving the loading dock. I will check that vehicle mileage corresponds with the written mileage on the card in the key pouch. I will note any damage on a damage report form and return it to the trip leader before departure. I will make sure that credit cards are with the keys. (Out of state trips should have conventional gas credit cards in addition to the state card.)
- 4) I will NEVER drink and drive a university vehicle. Under no circumstances will alcohol be consumed in the vehicle. I am responsible for informing passengers of vehicle alcohol policy and for ensuring the policy is enforced. I will report to the trip leader immediately if this policy is not being strictly adhered to. I will ensure that no open alcoholic containers are in the vehicle at any time, unless they are in a sealed trash container.
- 5) I will observe speed limits (the University will not cover any driver's tickets). I will slow down before entering a town. My responsibility is essentially that of a school bus driver. If I am the lead driver, I will run less than the speed limit in order to prevent the last vehicle in the caravan from having to drive at high speed just to keep up. If I am a part of a caravan, I will follow at a safe distance (particularly if the road is dusty), ensuring enough distance for a sudden stop or turn, and I will keep track of the vehicle following me, and will wait at turns. I will work with other drivers to determine the route in advance, and to plan predetermined meeting points.
- 6) I am comfortable driving on dirt and gravel roads and will safely negotiate, without damage to the vehicle, any sudden bumps and other unpredictable road hazards. I will beware of blind corners, always expect the possibility of oncoming traffic, and slow down accordingly. If I am in the lead vehicle, I will be responsible for clearing the road of significant obstacles (large rocks, tree limbs, etc.) I realize that tires are particularly vulnerable to sidewall damage from sharp objects.
- 7) I will make every effort to avoid any damage to the vehicle, even scratches from shrubs, since I realize that the department will be charged a deductible for repairs related to each separate incident. I will care for the vehicles as if it were my own. I realized that I maybe responsible for repair costs resulting form my negligence.

- 8) I will use low gears on downgrades. If the vehicle is an automatic, I will use L1 or L2 on steep grades rather than risk brake fade.
- 9) When pulling into a gas station, I will delegate the duties of gas, window washing, oil checking, etc. to others so as to ensure a speedy fill up and not clog the station. This will allow me to take care of the credit card. I will do head count after every gas, restroom or food stop.
- 10) I am responsible for the vehicle credit card. Only gas, oil, and tire repairs will be purchased with the vehicle credit card. I will turn in all receipts to the trip leader.
- 11) I will close doors after exiting the vehicle. I realized that doors can be removed by passing vehicles, and that open doors will run down the battery.
- 12) I am responsible for the keys. I realize that it may be best to leave keys in an alternate location if I am going on an excursion where keys could be lost (such as hiking in sand dunes) and that in such circumstances, my pocket may not be the safest place.
- 13) I will ensure the vehicle stays in good running condition. I will check oil regularly (at least every 500 miles) and monitor fuel levels. I will refuel when necessary. I will report any unusual engine noises or mechanical problems to the trip leader and, if necessary, to Transportation Services.
- 14) I will keep the vehicle clean. It is my responsibility to make sure passengers remove all trash, personal effect, rocks, etc. at the end of each day. I realize that the department may be required to pay for cleaning a vehicle that is returned dirty.
- 15) If the vehicle I am driving is involved in an accident, I will remain with the vehicle (except in the case of a medical emergency) and alert the proper authorities immediately. A thorough and complete report of the accident must be completed by authorities at the scene.
- 16) If any damage to the vehicle occurs, I will complete a damage report to be submitted to Transportation Services upon my return to campus.
- 17) I understand that any expenditures, with the exception of repair of flat tires, refueling, and oil changes, must be approved by Transportation Services prior to the expenditure. That is, if a repair or part is needed for the vehicle, I will not proceed with the repair or purchase the part until expressly approved. I understand that there are telephone numbers in the key pouch to call in case of emergencies, and that there are instructions in the vehicle from Transportation Services regarding purchases and reporting damage.

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Signature

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Date