

Make Every Trip A Safety Trip...

- Provide the basics below & make a trip plan
- Read all UVM vehicle & driver related policies
- Driver must be at least 18 years old
- Driver must be in possession of a valid United States or Canadian driver's license at all times
- Driver must observe all rules and regulations for safe driving as defined by the State in which they are operating the vehicle
- Safety belts must be available and used by all occupants traveling on UVM business regardless of who owns the vehicle
- Seats must be occupied from front to back
- Drinking or possession of open containers of alcohol or illegal drugs is prohibited
- Driving while impaired by over-the-counter or prescribed medications is prohibited
- Talking on a cell phone is prohibited while driving
- Engaging in distracting behaviors while driving (ex. eating) is prohibited
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Plan, Plan, Plan...

- Plan enough time to pick up, inspect and prepare your vehicle for your trip
- Bring your license, a print out of the door to door directions for the trip and any money for tolls that you will need
- Based on calculated trip length, re-calculate to be sure that there is time to make an adequate number of stops that are long enough to accommodate your group and leave at least a one-hour buffer between your arrival and any meeting that you need to attend
- Make sure to have enough drivers for each part of your trip
- Make arrangements for alternative transportation if you are going to be doing non-UVM related business during your time away from campus. UVM owned & leased vehicles are for University-related business only

No Camera?

A picture says a thousand words – well, at least jot down a few “sentences”...sketch the road configuration, where the vehicles were when the collision was over and mark the part of each vehicle that was damaged.

UVM Drivers' Guide



Rally for Safe Roads

University of Vermont

Risk Management

Phone (802) 656-3242

Fax (802) 656-8682

risk.management@uvm.edu

Road Trip Safety...

- For long distance trips, drivers should switch every two hours. No driver should drive more than 10 hours during a 24 hour period. If there are not enough drivers to switch, an overnight stay should be planned. Avoid driving past midnight.
- Front passenger should remain awake to help keep the driver alert.
- Avoid conditions that lead to loss of control - driving while sleepy or inattentive, speeding or driving too fast for road conditions.
- If the weather is inclement, consider stopping to stay overnight in a safe place. The additional lodging cost is worth avoiding the risk. Check ahead to see what your department's policy is – they may absorb or defer the additional costs.
- Do not use a telephone while driving. Stop the vehicle in a safe area to use a cell phone or have a passenger operate it.
- Do not do anything that you have not been trained to do – for instance, Trailer Towing Operations can be very dangerous. Sign up for a class offered by Risk Management.

Loss of Driving Privileges...

It can happen! Here's how to avoid it:

- Keep a clean driving record – no more than three moving violations in two years
- Make sure you have no alcohol or impaired driving violations
- Contact Risk Management if you get a ticket, so we can try to be proactive about helping you keep your driving privileges

Vehicle Inspection Checklist...

- Tires – see inside driver's side door for proper inflation – double check tire pressure with a gauge...DAILY for VANS!
- All the Fluids
- Suspension (both while parked & first minutes of driving)
- Back-up alarm on vans
- Seatbelts
- Horn
- Lights
- Mirrors
- Housekeeping!
- Adjust seat & mirrors

Prevent YOUR Collision...

- Tires – check them DAILY for VANS!
- Remember the “Cushion of Safety”
- 4-second following distance on clean, dry roads – add a second for each additional risk factor
- Go at or below the posted speed limits
- Plan enough time for your travel so that you don't feel the need to hurry and take chances – people have put their life in YOUR hands!

Managing YOUR Collision...

DO NOT

- Be emotional or confrontational
- Accept liability or responsibility at the scene
- Blame others at the scene or engage with others that may be trying to blame you
- Offer first aid or other support unless you have been trained and know how to help

Managing YOUR Collision...

DO

- Notify Police & Wait for their arrival
- Call Your Department
- Call Risk Management (802) 656-3242 – “0”
- Call rental company for leased vehicles
- Take pictures if you have a camera
- Exchange & Record accurate information
- Get a copy of the police report & complete an accident report form for Risk Management

Incident Details

Date/Time: _____

Location: _____

Police Department: _____

Police Report Number: _____

Vehicle Owner Name: _____

Address: _____

City, State: _____

Driver Name: _____

Address: _____

City, State: _____

Phone: _____

Insurance Company: _____

Make/Model: _____

Year/Color: _____

Registration number: _____

Passenger Names: _____

Witness Information:

Get the basics if available (name, contact info)