

## **TRANSPORTATION POLICY AND PROCEDURE**

### ***Driving, Personal Vehicle***

- A. The use of your personal vehicle must be pre-approved by your supervisor, and you must give written permission.
- B. Field staff are encouraged not to transport SOAR students in their personal vehicles.
- C. Course Directors may transport students, though they are encouraged not to be alone with students if possible.
- D. Personal vehicles are to be parked in designated parking areas at SOAR Base.
- E. If a staff is required to use their personal vehicle, they will be reimbursed for fuel or mileage.

### ***Driving, SOAR Vehicles***

- A. SOAR vehicles include 15-passenger vans, 4-WD trucks, and passenger cars. Vehicles should be loaded within the passenger limits established by the manufacturer.
- B. It is best to reserve SOAR vehicles as far in advance as possible to avoid not having one available when needed.
- C. Ensure anyone driving a SOAR vehicle has an up-to-date SOAR drivers certificate. They are free and do not take long to get. No one is allowed to drive a SOAR vehicle without this certificate. The certificate and a photocopy of the driver's license will be kept in the individual's personnel file.
- D. Staff transporting students shall adhere to SOAR's general Staff to Student Ratios in the Risk Management protocols unless an emergency or safety dictates otherwise.
- E. Staff transporting students will always carry with them in the vehicle each student's Medical Information Form and Permission to Treat.
- F. Staff must perform a safety briefing, head-count, and seat-belt check before they drive anywhere.
- G. No eating, drinking, or smoking are allowed in SOAR vehicles.
- H. Passengers should be buckled into their seat belts before the vehicle is started. Ask, "On belay?" and wait for a unanimous "Belay on."
- I. All passengers should remain seated and doors should be locked while underway.
- J. Lock the vehicle when it is going to be left unattended.
- K. It is best not to leave anything in the vehicle if it is going to be left unattended. Items left inside invite the possibility of a break in.
- L. Don't leave a set of keys hidden under the vehicle while away. Keep them in driver's possession.
- M. Do not leave credit cards in the vehicle. Ideally, the driver should keep them on their person.
- N. Stay within the posted speed limit. Any tickets for moving violations are the responsibility of the person driving.
- O. Staff utilizing vehicles for programming in North Carolina shall only listen to the radio during travel. Staff utilizing vehicles for programming in Florida and Wyoming may listen to tapes or CDs with appropriate consideration being given to listening content.
- P. Keep track of fuel fill-ups by keeping receipts. Also, keep track of mileage for records.
- Q. Check the vehicle thoroughly during "Check-Out" looking for any damages which could end up being attributed to you even though it was not. Things to look for include: cracked glass, dents, scratches, or some feature which does not operate as it should i.e. window cranks, seat belts, brakes, doors, etc. You must bring any problems to the attention of the Logistics Coordinator or one of the Directors before completing Vehicle Check-Out.

# Sample Trucking Company Policy Manual

**LP Steffe**



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