

UCSC Recreation Van Driving Checklist and Trip Sheet

Driver(s) _____ Vehicle # _____
 Date out _____ Date in _____ Trailer # _____
 Beg mileage _____ End mileage _____ Total miles _____
 Destination _____ Program or purpose _____

Please complete the following pre-trip checklist whenever transporting passengers.

Write your initials in the appropriate column.

Yes = Yes, this appears to be in good working condition. No = No, it is not in good condition.

Van Components	Yes	No
Parking brake		
Foot brake		
Head lights		
Brake lights		
Tail lights		
Turn signals		
Reflectors		
Tires		
Spare tire		
Mirrors		
Mirrors are adjusted to the driver.		
Horn		
Wipers		
Fire extinguisher		
First aid kit		
Seats are secured.		
Seat belts		

Trailer Components	Yes	No
Tail lights and brake lights		
Turn signals		
Tires		
Spare tire		
Hitch-vehicle connection		
Hitch-trailer connection		
Safety chains		
Chain-vehicle connection		
Electrical cable		
Cotter pin		
Landing leg		

Driver Understandings	Yes	No
On the Road requirements		
Photocopy of driver's license		
DIESEL or GAS (circle one)		
Use of glow plugs in diesel vans		

Circle the location of any pre-trip damages:

	Left		Right	
Front	Fender	Door	Fender	Door
	Quarter panel	Bumper	Quarter panel	Bumper
Rear	Fender	Door	Fender	Door
	Quarter panel	Bumper	Quarter panel	Bumper

Please record any necessary details from the pre-trip checklist and damage locations:

Emergencies and Incidents *(Initial after reading.)*

For immediate threats to life and safety, your first call should be 911. Immediately after a vehicle accident, call the police. Next, call the call-down list below as soon as is practical after an accident occurs or the emergency situation allows. Finally, use the *Driver's Accident Reporting Packet* located in the console for the required procedures to document and report the accident.

Dustin Smucker, Assoc Dir of Recreation	831-459-2668(w); 831-291-6674(c)	Primary point of contact
UCSC Fleet Services (8a-5p,M-F)	831-459-2228	To arrange towing, repairs, etc.
Fleet Assistance (24-hour roadside)	800-600-6065	Same as above, but outside of business hours
UCSC Police Dispatch (Dispatch will connect you to Christa Mercado, UCSC Fleet Services, outside of business hours)	831-459-2231	When urgent help is required, and no one else is available

If for any reason the van should be returned with damage, the renter is responsible for a \$500.00 deductible fee. The renter may be held responsible for the full cost of the repair if the incident resulted from unauthorized van use or if the insurance claim is rejected.

On the Road – Requirements *(Initial after reading.)*

1. Drivers must abide by all state and federal rules of the road.
2. Drivers must have their valid driver's license in their possession.
3. All van occupants must always wear seat belts.
4. Alcohol, controlled substances, weapons and smoking in the vehicle are prohibited.
5. Drivers are prohibited from using a cell phone in any way, including hands free devices.
6. Drivers are prohibited from adjusting any cabin controls while on the road - temperature, radio, passenger windows, mirrors, etc. The only exception is to adjust their own window.
7. One-way trips are restricted to 16 total hours. After 16 hours, the trip may resume after at least an 8-hour break.
8. Drive with headlights on at all times.

On the Road – Best Practices *(Initial after reading.)*

1. Adjust side and rear view mirrors prior to driving.
2. For trips lasting greater than two hours, consider having at least two drivers per van.
3. If a second driver suggests switching out of concern for the current driver's condition, the switch happens without argument. Consider switching drivers no more than every four hours.
4. Because vans are larger than most vehicles we drive, drivers use spotters when backing up. If you are driving solo, step out of the van and check out your intended path before backing up.
5. Firmly adhere to the three-second rule. This allows ample space between you and the vehicle in front of you if they quickly decelerate.

Fuel cards *(Initial after reading.)*

1. **Know whether your van uses gas or diesel. Use the correct fuel for your van.**
2. Please use the fuel card at major fuel stations only. Some small service stations will not accept it. We may not be able to reimburse you for fuel charges.
3. The fuel card should only be used for the van to which it is assigned.
4. Purchases are restricted only to fuel and oil.
5. You are responsible for lost fuel cards. The replacement cost is \$50.
6. To use your fuel card:
 - a) Insert and remove the fuel card.
 - b) Enter the current odometer reading.
 - c) Enter the vehicle number.

Post-trip inspection (Please provide any relevant comments on the condition of the van):

Please return the van, keys and fuel card to the Recreation office at the assigned time.