Marymount University Vehicle and Driver Safety Policy

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Updated: 2/17
I. Policy and Goals

POLICY:
Marymount University’s (the “University”) Vehicle & Driver Safety Policy (the “Policy”) establishes guidelines to be followed to protect the safety of individuals operating any motor vehicle on University business. Protecting our employee drivers (“Drivers”), their passengers, and the general public is of the highest priority to the University. The commitment of management and drivers is critical to the success of this Policy. Clear communication of and strict adherence to the Policy guidelines is essential.

GOALS:
To establish a uniform, University-wide program to:

1) Ensure safe operation of University-owned and-leased motor vehicles, including golf carts and utility vehicles;

2) Ensure the safety of Drivers, passengers and the general public;

3) Minimize the frequency of accidents and reduce the severity of personal injuries and property damage.

II. Organization and Responsibilities

A. Drivers are required to:
- Possess a current, valid United States driver’s license issued by the Department of Motor Vehicles from their state of residence or the District of Columbia;
- Attend a University driver safety training course;
- Complete the Policy Acknowledgement and Driver Record Release;
- Complete the Drug & Alcohol Usage & Testing Policy Agreement;
- Be within the Policy guidelines for approved drivers;
- Notify their supervisor immediately and do not drive if: a) their license is suspended or revoked for any reason; b) they have any illness, injury, physical condition or use of medication that may impair or affect their ability to safely drive a vehicle; c) they have any violations identified as High Risk in this Policy.

FAILURE TO REPORT A CONDITION NOTED IN THE DRIVER REQUIREMENTS ABOVE IS A VIOLATION THAT COULD RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING DISMISSAL. A Driver will be subject to termination if his/her license is revoked, unless a suitable replacement non-driving job in the University is available; or may be subject to other disciplinary action if his/her license is only temporarily suspended.

B. Departments are required to:
- Authorize driving privileges for all departmental vehicle Drivers;
- Ensure all Drivers attend University driver safety training;
• Verify all Drivers complete a Policy Acknowledgement and Driver Record Release;
• Verify all Drivers complete the Drug & Alcohol Usage & Testing Policy Agreement and report all motor vehicle incidents using the Vehicle Accident Report.
• Take any disciplinary action appropriate following a motor vehicle accident.

C. Human Resource Services will:
• Annually, or more frequently as warranted, check each Driver’s Motor Vehicle Record (“MVR”) for acceptability and notify the department supervisor to take immediate action to suspend driving in any high risk situation;
• Coordinate any disciplinary action with the department following a motor vehicle accident.

D. Risk Management will:
• Establish and implement and maintain this Policy;
• Coordinate periodic driver training classes with the University’s insurance carrier;
• Administer all insurance claims as reported by the various departments and coordinate coverage issues with the University’s insurance carrier.

III Vehicle Use

University Owned or Leased Vehicles
Drivers who satisfactorily complete a Policy Acknowledgement and Driver Record Release and the Drug & Alcohol Usage & Testing Policy Agreement and University Driver Safety Training will be permitted to operate University-owned or-leased vehicles. Authorized vehicle use is for the time period of official business, not for independent travel or extracurricular activities before or after the official business. A commercial driver's license “CDL” will be obtained in compliance with state and federal regulations, where required.

Rented Vehicles
Rental vehicles should be obtained whenever possible through the University’s Purchasing department to ensure good rates and avoiding taxes with our non-profit status. Drivers should decline any offers by the rental company for liability and collision damage waivers as that is already included in our institutional vehicle insurance policy. Contact Risk Management for foreign travel or if proof of University insurance is needed.

Personal Vehicles on Institution Business
Employees of the University may use their own personal vehicles for official business and request reimbursement for their actual documented mileage at the IRS standard mileage rate for reimbursable business miles. This IRS rate includes taxes, repair and maintenance and insurance for the vehicle and as such the University will not pay for insurance premiums or deductibles if a personal vehicle is involved in an accident while on University business. In the event of a vehicle accident during the conduct of official University business where the employee is considered to be at fault, the employee’s personal automobile insurance coverage will be considered primary, including all deductibles in their policy and any losses up to their own policy limits.

Employees who drive non-University vehicles while conducting University business are subject to the provisions and standards of this Policy and may be required to document their understanding that their personal insurance coverage is considered primary in the event of an incident as well as their acknowledgment of the following responsibilities. Authorized vehicle use is for the time period of official business, not for independent travel or extracurricular activities before or after the official business.

Additional responsibilities of employees who drive non-University vehicles while conducting University business include:
• Maintaining automobile liability insurance limits of at least $100,000 per person, $300,000 per accident, and $25,000 property damage; but in no case less than the minimum required by law for the state in which the driver resides;
- Maintaining current state vehicle inspection, if the state requires one; and
- Maintaining the non-University vehicle in a safe operating condition.

For all emergency transportation, call 911. For non-emergency transportation, University employees should not use their personal vehicles to transport other University employees or students for medical treatment. To do so may involve unexcused work absences or employee personal liability for further injury or accident during transit.

**Personal Use of University Vehicles**

A University-owned or-leased vehicle may be driven for personal use only at the discretion of the driver’s department head or supervisor. Personal use is limited to the assigned Driver and must be documented and reported annually to the Business Office for reporting to the IRS as taxable compensation. Departments may implement other personal use restrictions, such as radius of operation, at their discretion. However, any such additional restrictions must be in writing and communicated to all affected Drivers. The privilege of driving a University vehicle for personal use is subject to change by the University at any time.

**Students, Volunteers, Contractors, and Temporary Hire Employees**

Students, volunteers, contractors and temporary employees will be treated as University employees and will comply with the requirements of this Policy. Failure to meet all requirements will result in the immediate loss of driving privileges.

**Unauthorized Use of University Vehicles**

Assigned Drivers and other authorized employees shall not allow an unauthorized individual to operate a University vehicle. No exceptions! Disciplinary action may be taken. Additionally, if unauthorized use results in an accident, the responsible employee may be required to make restitution for the damages.

**IV Driver Safety**

**Safety Belts:** The Driver and all occupants are required to wear safety belts when the vehicle is in operation or while riding in a vehicle. The assigned Driver is responsible for ensuring all passengers wear their safety belts.

**Impaired Driving:** The Driver must not operate a vehicle at any time when his/her ability to do so is impaired, affected, influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue or injury.

**Traffic Laws:** Drivers must abide by all federal, state and local motor vehicle regulations, laws and ordinances including those that pertain to mobile phones and electronic devices.

**Vehicle Condition:** Drivers are responsible for ensuring the vehicle is maintained in safe driving condition. Use the Vehicle Inspection form to document any vehicle issues and report these issues immediately to the department supervisor. Drivers of daily rentals should check for obvious defects before leaving the rental office/lot and, if necessary, request another vehicle if the driver deems the first vehicle unsafe.

**Distance Driving Limitations:** The University recognizes that Drivers may periodically be required to drive long distances in either University-owned vehicles, leased vehicles or, occasionally, personal vehicles for University-sponsored sporting events, activities and other University business. To maintain driver safety and awareness on these long trips, the length of combined driving and event participation time should be limited, multiple qualified Drivers should be used and a ‘co-pilot’ passenger is strongly recommended.

**Motorcycles:** Drivers are prohibited from using motorcycles when traveling on University business.
General Safety Rules: Drivers are not permitted to:

- Pick up hitchhikers.
- Accept payment for carrying passengers or materials.
- Use any radar detector, laser detector, or similar devices.
- Push or pull another vehicle, or tow a trailer (unless authorized use by physical plant or athletic team).
- Transport flammable liquids or gases unless a VDOT or UL approved container is used, and only then in limited quantities.
- Use of burning flares is discouraged. The preferred method is the use of reflective triangles.
- Assist disabled motorists or accident victims beyond the Driver’s level of medical expertise. If a driver is unable to provide the proper medical care, he/she must restrict his/her assistance to calling the proper authorities. Your safety and well-being is to be protected at all times.

University and Personal Property: Drivers are responsible for University property such as portable computing and communications devices (iPhone, pager, iPad, laptop, etc.), work papers and equipment under their control. The University will not reimburse the driver for stolen personal property.

Prohibition against Distracted Driving: MU expects its drivers to comply with applicable laws regarding safe driving. To that end, MU prohibits drivers while driving, from talking, texting or emailing on mobile phones or electronic devices (cell phone) without using a hands-free device, during work hours or for any work-related purposes. Failure to comply with this policy may constitute grounds for disciplinary action up to and including termination.

V Driver Selection

A Driver's personal and professional driving habits are a good indicator of how he/she will operate a University vehicle. A MVR will verify information about a Driver's accident and traffic violation history. Human Resource Services (“HRS”) and departments must ensure all Drivers complete the Drug & Alcohol Usage & Testing Policy Agreement and the Policy Acknowledgement and Driver Record Release to verify a driver's MVR for acceptability before granting driving privileges. HRS will check all MVRs annually or more frequently as deemed necessary. The University maintains the right to conduct periodic and random review of MVRs at its discretion. An electronic copy of the most recent MVR will be maintained by HRS. All employee-applicants should be informed in writing by the hiring department if employment is conditional upon receipt of a satisfactory MVR; that is, an MVR not meeting the definition of a High Risk Driver (“HRD”), as defined in this Policy.

If the information on the MVR shows the new employee is a HRD, HRS may, in its discretion, grant driving privileges in writing, but only on a probationary basis and subject to the disciplinary process under the Human Resources Policy & Practices. Drivers with unacceptable driving records or improper license classification should be reassigned to non-driving duties until appropriate corrective action has been taken.

Drivers must notify their Department Head and HRS, and must not drive, if their license is suspended or revoked.

HRS will follow the following general process for classifying drivers on the list of eligible drivers:

- **Green (G) – Clear:** Driver has 0 to +5 points on record. Clean driving record and/or has previous violations that have been cleared by the Driver’s DMV which is documented
- **Yellow (Y) – Caution:** Driver may have several violations but not enough to be considered high risk. Likely to possess points for driving violations (-3 to -5), which is documented as well as informing the Driver and their supervisor of the status. Also, within six months another MVR check is performed to verify the Driver’s record did not reach a high risk status.
- **Red (R) – High Risk:**
A Driver falls into the high risk criteria listed below and this is documented according the following procedures. A Driver will be classified as a HRD if the MVR check indicates six (6) or more points, or if it is otherwise determined that the Driver has one (1) or more of the following violations:

1. Conviction for an alcohol and/or drug related driving offense;
2. Refusal to submit to a Blood Alcohol Content (BAC) test;
3. Conviction for reckless, negligent or careless driving;
4. Any combination of three or more moving violations, "At Fault Accidents", or "Preventable Accidents" within the most recent three years;
5. Suspension, revocation or administrative restriction of driver license within the past three years;
6. Leaving the scene of an accident, as defined by state laws;
7. Conviction of a felony, homicide or manslaughter involving the use of a motor vehicle, or at fault in a fatal accident;
8. Felony committed involving a vehicle;
9. Three or more University vehicle physical damage claims in any twelve-month period;
10. Suspension, revocation or administrative restriction of driver’s license within the past three years.

An employee whose job duties include driving as an essential function must maintain a valid driving authorization and a failure to do so may result in the loss of driving authorization and an inability to perform required duties resulting in disciplinary action, up to and including termination of employment with the University. Such action is to be conducted by the employee’s department in cooperation with HRS, under the provisions of the Human Resources Policy & Practices. There are two options to be considered by the department and HRS as follows:

Option 1: Probation
The Department must do all of the following:

- Place the HRD on probation subject to the disciplinary process under the HRS Policy & Practices and obtain a MVR every six months for the duration of the probationary period. Notify HRS and Risk Management of any additional violations while the Driver is on probation;
- Immediately suspend driving privileges if any or an additional violation occurs while on probation or if any terms of probation are violated in accordance with the disciplinary process under the Human Resources Policy & Practices. Notify HRS and Risk Management immediately;
- Confer with HRS or Risk Management on any stipulations, operating limitations, or other conditions, such as: loss of all University vehicle driving privileges; loss of University vehicle driving privileges between work and home or loss of personal use privileges, if applicable; referral of the Driver to the Employee Assistance Program (“EAP”); transfer of the Driver to a non-driving position; or require additional driver training.
- The terms of the probation must be made to the Driver in writing. The Driver will be required by signature to signify that he/she has been informed of the probation terms and duration. The signed terms of probation should be kept in the Driver's file. If the probationary period has been served and if reinstatement of driving privileges is warranted, the department should notify HRS and Risk Management.

Option 2: Suspension of Driving Privileges
The department and HRS may suspend all University driving privileges. In this case the HRD will NOT be authorized to drive a motor vehicle at any time on University business. This action may result in HRS either transferring the Driver to a non-driving position, if such a position exists, or the Driver may be subject to dismissal procedures.

The Driver may reapply for University driving privileges after one year of suspension by applying to HRS. If approved, the Driver's driving status will change from suspension to probation. However, reinstatement of driving privileges by HRS does not constitute an offer by the University for any Driver Position. Normal job posting procedures will still have to be followed.
VI  Driver Training

Drivers operating a motor vehicle will have the basic skills and credentials necessary to perform this function as confirmed through the driver selection process. New Drivers, students, contractors, and temporary hires will receive a copy of this Policy as part of their initial orientation.

All Drivers will participate in Driver Safety Training in a classroom course conducted by our University insurance carrier twice per year. Contact Risk Management for the next available course. As an interim alternative, satisfactory completion and documentation of an on-line driver safety training course will be permitted. Regular Drivers may be required to participate and successfully complete a driver training program provided by the University or one of its designated agents.

Golf cart and utility vehicle operators must participate in training and safety review. Departments may provide additional training as needed.

VII  Accident Recordkeeping and Analysis

The University considers elimination of motor vehicle accidents as a major goal. To meet this objective, all accidents will be reported to department heads and to Risk Management for review and action, including recommendations that may include 1) Employee disciplinary actions within the guidelines of the Human Resources Policy and Practices; 2) Additional driver training and/or remedial training; 3) Improved driver selection procedures; and/or 4) Improved vehicle inspection and/or maintenance activities.

Any employee or agent of the University involved in an accident while driving a University-owned or leased vehicle is required to participate in alcohol & drug testing as outlined in the University Drug and Alcohol Usage and Testing Policy. Failure to participate in this testing may be seen as a positive test result and/or subject to disciplinary action.

Vehicle Related Fines
Drivers are responsible for personal payment of parking fines, speeding tickets and any other fines imposed for traffic or parking violations. The University does not authorize or condone any legal violations and is not responsible for vehicular violations incurred by employees or other drivers. Drivers are required to provide the University with a copy of any citation and proof of payment or status of violation dispute be given to the Driver’s Department Head within ten (10) days of receipt of violation by the Driver. If the citation is in dispute, the Driver must notify the Department head within five (5) days of the resolution of the dispute.

VIII  Vehicle Accident Reporting

Drivers will take the following actions when there are injuries to persons and/or damage to other vehicles or property:

- If possible, move the vehicle to a safe location out of the way of traffic.
- Call 911 for medical attention if anyone is hurt.
- Complete a Vehicle Accident Report. Secure the names and addresses of drivers and occupants of any vehicles involved, their operator's license numbers, insurance company names and policy numbers, as well as the names and addresses of injured persons and witnesses.
- **DO NOT DISCUSS FAULT WITH, OR SIGN ANYTHING FOR, ANYONE EXCEPT AN AUTHORIZED REPRESENTATIVE OF THE UNIVERSITY, A POLICE OFFICER, OR A REPRESENTATIVE OF THE HARTFORD, OUR INSURANCE COMPANY**
- Immediately notify your supervisor or department head who will notify HRS and Risk Management.
- Risk Management upon receipt of the Vehicle Accident Report and related police report or other documentation will coordinate the insurance claims process. Do not have the vehicle repaired until you receive authorization from our University insurance carrier or from Risk Management.
If there is a theft of or damage to the University vehicle notify the local police department, if available, to document the incident. Complete the Vehicle Accident Report with information and photographs available and submit it to Risk Management and immediately notify your supervisor or department head.

IX Vehicle Inspection and Maintenance

Vehicle Inspection: Departments and Drivers are responsible for quarterly vehicle inspection, Inspection Checklist. Documentation of the completed inspection should be maintained by the department.

Vehicle Maintenance: Vehicle maintenance can take the form of three distinct programs: preventive maintenance, demand maintenance, and crisis maintenance. While all three types have a role in vehicle safety, the most cost-effective control is preventive maintenance. The groundwork for a good preventive maintenance program starts with a review of manufacturer's specifications and recommendations for periodic preventive maintenance should be integrated with the actual experience of the vehicles.

- Preventive maintenance (PM) should be performed based on manufacturers’ recommendations and should include oil/filter changes, lubrication, tightening belts and components, engine tune-ups, brake work, tire rotation, hose inspection/replacement and radiator maintenance.
- Demand maintenance is performed when the need arises. Vehicle parts that are replaced only when they actually fail include light bulbs, window glass, gauges, wiring, air lines, etc. Other items involve vehicle components that are worn based on information from the vehicle condition report including tires, engines, transmissions, universal joints, bushings, batteries, etc. Since these situations are identified through periodic vehicle inspection, they can also be classified within the PM program.
- Crisis maintenance involves a vehicle breakdown while on the road. While situations of this type may happen regardless of the quality of the PM program, it is an expensive alternative to not having an effective preventive maintenance program at all. Crisis maintenance situations should be minimized through proper PM procedures.

Recordkeeping: Departments are responsible for maintaining all University vehicle maintenance records. In addition, the departments will ensure the insurance ID card and a blank Vehicle Accident Report form are kept in the University vehicle.

X Golf Cart & Utility Vehicles

Golf carts and utility vehicles are used in the conduct of University business. In general, all of the policies with respect to operating other University vehicles apply to these off-road vehicles. Specifically the following apply to University golf cart and utility vehicles:

A. Driver Eligibility - Operators must follow the same Driver eligibility rules as noted for other University vehicles.
B. Training – Drivers must complete an on-line training and safety review.
C. Cart/Utility Vehicle Safety
   a. Driver and passengers will wear seat belts, if available.
   b. Occupancy of vehicle will not exceed number of seats.
   c. Occupants will remain seated and keep all body parts within the vehicle at all times, when in motion.
   d. Driver will not exceed 15 MPH
   e. Driver will drive straight up or down a slope to avoid tipping over
   f. Pedestrians always have the right of way
   g. Vehicle will not be overloaded
   h. Vehicle will not be driven off campus on local roadways
D. Vehicle Maintenance – Departments will ensure the golf cart or utility vehicle is always maintained to manufacturer specifications and is secured safely when not in operation.
POLICY ACKNOWLEDGEMENT

Marymount University is responsible for successful implementation and on-going execution of the Vehicle and Driver Safety Policy (“Policy”). Department supervisors and drivers are responsible for meeting and maintaining the standards set forth in the policy. The Policy applies to Drivers who operate vehicles on University business.

I signify that I have received, read and understand this policy and will comply with all requirements.

_________________________________________  ________________
Signature                                      Date

DRIVER RECORD RELEASE

As a part of my employment with Marymount University (“University”), I will be required to drive University owned/leased vehicles. To determine my fitness to operate University vehicles, I understand that access to my driving record is a requirement. I further understand that the University or its authorized agents will request this information from various state and other agencies, which maintain past and present records on my driving history.

I authorize, without reservation, any party or agency contacted by the University to furnish the above-mentioned information. I further understand that this authorization will remain in effect until I rescind it in writing or I leave the University.

Name of Driver: ____________________________________________________________

Home Address: ____________________________________________________________________

(#, Street, City) _ (State) (Zip)

Driver’s License Number: __________________________ License Expiration Date: _______

Issuing State Jurisdiction: __________________________

Social Security Number: * _____/_____/_____

Date of Birth: * _____/_____/_____

Month Day Year

*Social Security Number and Date of Birth are requested in order to obtain accurate retrieval of records.

I will operate University vehicles for what department? __________________________

(i.e.: Admissions, Athletics, Campus Ministry, Physical Plant, Student Development, Campus Transportation & Safety, etc.)

SIGNATURE_________________________________  DATE______________
Vehicle Accident Report

Complete and send to Department Head and University Risk Management as soon as possible.

| Today’s Date: |  |
| Date & Time of Accident: |  |
| Location of Accident: |  |
| Police Report Information: |  |
| Description of Accident: | Describe clearly and in detail how the accident occurred. (what, where when, who and how). Include passengers, who was wearing seatbelts, injuries, witnesses, weather or other factors. Use back for diagram of the accident. |

MARYMOUNT UNIVERSITY VEHICLE & DRIVER INFORMATION:

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<td>Describe damage to vehicles or other property (photos if possible)</td>
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OTHER DRIVER / OTHER VEHICLE INFORMATION:

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Describe damage to vehicles or other property (photos if possible)

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**INJURED PERSONS - PASSENGERS OR Bystanders:**

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**ADDITIONAL INFORMATION:**

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**ATTACH PHOTOS OF ACCIDENT VEHICLES AND SCENE POSITION AND CONDITIONS DOCUMENTATION**
**VEHICLE INSPECTION**

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<th>OUT</th>
<th>IN</th>
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**ENGINE**
- Fluid Leaks Under Vehicle
- Check Transmission Fluid
- Check Oil Level
- Check Radiator Coolant Level
- Check Wires, Hoses, Belts
- Clean Battery

**INTERIOR**
- Dash Gauges, Lights
- Passenger Compartment Switches
- Passenger A/C or Heat
- Parking Brake
- Steering
- Horn
- Brake Pedal & Warning Sound
- Driver Seat & Belt
- Operating of Service Door
- Emergency Door & Windows
- Entrance Steps with Lights On
- Wheelchair Lift
- Wheelchair Securement Straps

**EXTERIOR**
- In and Outside Mirrors
- Wiper and Washer Fluid
- Exhaust System
- Headlight/Taillights/4 Way Flashers
- Turn Signal Lights
- Tires Front:  Rear:
- Front of Vehicle: Windows & Lights
- Rear of Vehicle: Windows & Lights
- Other:

**ADDITIONAL COMMENTS/DESCRIPTION OF VEHICLE CONDITION**

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**MARK VEHICLE INFORMATION WITH A √ IF GOOD or X IF BAD**

**MARK LOCATION OF VEHICLE ISSUE/DAMAGE**

**SHUTTLE BUS**

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**VEHICLE INFO**

- Vehicle License Tag #:
- Vehicle VIN:
- Vehicle Mileage OUT:
- Vehicle Mileage IN:
- Driver Name: ____________________________
- Date: ____________________________
- Gas Gauge OUT: ____________________________
- Gas Gauge IN: ____________________________

**ENGINE**
- Fluid Leaks Under Vehicle
- Check Transmission Fluid
- Check Oil Level
- Check Radiator Coolant Level
- Check Wires, Hoses, Belts
- Clean Battery

**INTERIOR**
- Dash Gauges, Lights
- Passenger Compartment Switches
- Passenger A/C or Heat
- Parking Brake
- Steering
- Horn
- Brake Pedal & Warning Sound
- Driver Seat & Belt
- Operating of Service Door
- Emergency Door & Windows
- Entrance Steps with Lights On
- Wheelchair Lift
- Wheelchair Securement Straps

**EXTERIOR**
- In and Outside Mirrors
- Wiper and Washer Fluid
- Exhaust System
- Headlight/Taillights/4 Way Flashers
- Turn Signal Lights
- Tires Front:  Rear:
- Front of Vehicle: Windows & Lights
- Rear of Vehicle: Windows & Lights
- Other:

**ADDITIONAL COMMENTS/DESCRIPTION OF VEHICLE CONDITION**