

All person's (faculty, staff or otherwise) borrowing the Honors van must read this document concerning the use of the van. An extra copy of this Manual is available for reference in the orange plastic binder located in the driver's door of the van.

Phone Numbers:

- Honors Program: 315-443-2759
- Risk Management Department: 315-443-5334/4011
- Safety Department: 315-443-5474/5475
- Department of Public Safety: 315-443-2224

Requirements to drive the van:

- You **MUST** have taken the University's Driver Safety course. For information on taking that course, contact **Brian O'Hara** in the Safety Department, at 443-7567. No one may drive any University vehicle without first taking this course.
- You do **NOT** need a special driver's license - a regular driver's license is sufficient.
- The van may carry no more than 12 people at a time: 11 passengers plus the driver. Under no circumstances should more than 12 people be in the van at one time. (Note that a second van may be available so that a field trip for an Honors course or seminar could employ both vans.)
- The van may be driven locally in the city of Syracuse and for field trips outside the area.
- Maximum speed should never exceed 30 miles per hour in the city, and the posted limit on the highways.

Safety equipment:

- A fire extinguisher is mounted on the passenger's side of the front seat.
- There is a box in the back of the van, under the back seat, with flares, scrapers and brushes, and a first-aid kit.
- There is an accident kit in the glove compartment.

Cancellation of van:

- The van may be pulled from the road either because of mechanical problems or because of the weather. Honors will make all determinations on daily transports, driving and road conditions.

Immediately prior to departure:

- Pick up keys to the van at Honors, 306 Bowne Hall, during the business day. Keys must be returned to the Honors office immediately upon returning the van to campus, or the next business day when the office opens at 8:30 am.
- The van is parked in the Q4 Lot (upper level), next to the Sci-Tech. Building.
- When you get to the van, be sure to perform a vehicle check, inspecting both the outside and inside of the van. If you find something wrong, please note it on the Van Inspection Form and bring it to Honors' attention.
- In snowy weather, be sure to brush off the van, including all the windows and side mirrors. The brush is located in the box in the back of the van.
- Information about what to do in the event of a vehicle breakdown - accidents, registration, insurance card, etc. - is located in the orange plastic binder which is located in the driver's door.

Transporting riders

- Make certain that all passengers have fastened their seatbelts. They must wear seatbelts at all times.
- You absolutely can NOT transport people other than students, faculty, and staff of Syracuse University. There are NO exceptions to this rule.
- You may NOT transport more than 11 passengers.

Driving

- Observe all safety precautions while operating the van. Note that all traffic and parking tickets are your responsibility as driver. The University will not pay for traffic fines or parking tickets.
- Turn on the headlights whenever you are driving. Remember to turn them off when you get out of the van.
- Be EXTRA careful when driving during the winter. Intersections are often slippery, so give yourself plenty of time to stop. In the fall, wet leaves on the streets can also be slippery.

- Remember that your University affiliation is in big and bold letters on the sides of the van. Any rude or inappropriate driving behavior will not be anonymous.

Returning to campus:

- For Faculty Drivers: If there is less than 1/2 tank of gas, please fill it up, & get a receipt. Honors will reimburse you.
- Park the van in its proper parking spot in the Q4 Lot. Be sure to turn off the headlights. Make sure all doors are locked, and all windows rolled up. Some of the doors have rather stiff hinges, so check that all doors are completely shut. (Otherwise, the battery will run down.)
- Pick up and clean the inside of the van at the end of your trip.
- Return the keys to Honors. Following weekend use, they may be turned in on Monday morning; they must be turned in at 8:30 a.m. the following morning if you return after hours. Do NOT wait to turn the keys in, because the van may be scheduled for someone else immediately following your trip.

If you have an accident:

(See the orange plastic binder in the driver's door.)

When an accident occurs on-campus:

- Contact the Department of Public Safety (711) or X2224 so that an accident report can be filed regarding the accident. Please also notify Risk Management of the accident at X5334.
- Do not make any statement concerning the assumption of fault or liability. Give out only that information required by authorities.
- Do not make any reimbursement offer.
- Report the accident to the Honors Program. Failure to report an accident would be in violation of the University's Vehicle Safety Policy procedures and also may jeopardize appropriate insurance coverage when liability is involved.

When an accident occurs off-campus:

- Contact the local Police Department to file a report. Please make sure the Risk Management Department is notified and receives a copy of the Police Report (obtain the number of the Police Report).
- There is an accident kit in the glove compartment. Follow all of the directions on the outside of the kit envelope and send the accident report forms to the Risk Management Department. This includes getting the names, addresses and telephone numbers of all witnesses. It also includes getting a report from each vehicle occupant.
- Do not make any statement concerning the assumption of fault or liability. Give out only that information required by authorities.
- Do not make any reimbursement offer.
- Report the accident to the Honors Program. Failure to report an accident would be in violation of the University's Vehicle Safety Policy procedures and also may jeopardize appropriate insurance coverage when liability is involved.