



BOISE STATE UNIVERSITY

## Driver Expectations Form

Individuals using university vehicles are representatives of Boise State University. Your behavior is reflective of the University. Boise State expects employees and students to recognize this and maintain behaviors, which are described below.

1. Maintenance of the safety and well being of students, faculty, and staff of Boise State, as well other individuals contacted in any capacity during the travel.
2. Only employees and Authorized Volunteers of the State of Idaho or Boise State University are permitted to driver state owned or leased vehicles. Students are not contemplated as drivers of state vehicles, unless employed and operation of vehicles is within the course and scope of their position.
3. The State of Idaho policies for state vehicle use require that the driver and ALL PASSENGERS wear a seat belt. You are required to ensure that everyone is wearing his or her seatbelt properly at all times.
4. The obedience to all laws and all Boise State University policies. Individuals are personally responsible for their behavior and its consequences.
  - A. Students must follow the Boise State University Student Code of Conduct (**BSU 2020**). Students violating the Boise State Student Code of Conduct while traveling are subject to the sanctions enumerated in Article Eight (6) of that code.
  - B. Individuals detained by proper authority or incarcerated during travel should not expect assistance or remuneration from the University. Boise State University, or any of its employees or authorized volunteers, is under no obligation to provide said individuals with legal assistance. Nor is Boise State University, or any of its employees or authorized volunteers, obliged to secure the individuals' release, seek judicial relief, or provide alternative transportation to Boise subsequent to the student's or employee's release from custody.
  - C. Transportation, when afforded by the University, is a privilege. Individuals whose actions threaten the lives or safety of others, or violate the law, while in transit to or from an off-campus location, will immediately forfeit that privilege, regardless of any inconvenience or expense to that individual.
  - D. Transportation of alcoholic beverages on State of Idaho vehicles, including vehicles rented or chartered is strictly prohibited by State Board of Education regulation.
5. Please note the weather conditions before leaving for your destination and while driving. If inclement weather is imminent, please take necessary precautions. Although additional costs may be incurred, consider SAFETY first. Check into a hotel if needed and let your supervisor or advisor know of your changes in plans.

### Safe Driving Practices:

- **Conduct a vehicle walk around and equipment check** (vehicle lights, turn signals as well as driving instruments –windshield wipers, lights, emergency brake location, etc.) before operating the vehicle.
- When using a VAN/SUV, an orientation with Facilities, Operations and Maintenance is required before checking out a University vehicle.
- Adhere to posted speed limits.
- Adjust to lower speed limit than posted during conditions of rain, snow, fog, or other conditions that affect visibility, stopping distance, or general safe handling of the vehicle.
- Minimize driver distractions by using cell phone or other electronic devices when the van is safely stopped.
- Minimize driver fatigue on long trips by one or more of the following: drive rested, take appropriate breaks and share the driving responsibilities with other authorized drivers. (see “University Vehicles Policy” BSU #9040)
- Do not use prescription medication or over-the-counter drugs that warn of drowsiness or similar effects.
- When operating any vehicle with antilock brakes, it is important to remember to apply even steady pressure and not a pumping action to the brake pedal. This does not apply to vehicles with standard braking systems.

### Special Considerations when operating a 12 to 15-person (including the vehicle driver) van

- 12-person vans have a rollover risk similar to other light trucks and vans.
- The risk of rollover increases dramatically as the number of occupants is increased. 12-person vans should be operated with the **front passenger seats filled first**.
- The weight of the van, particularly when fully occupied, causes the center of gravity to shift rearward and upward increasing the likelihood of a rollover.
- The shift in the center of gravity will also increase the potential for loss of control in panic maneuvers.
- The weight of the van when fully occupied requires additional stopping distance, an especially important factor in rain, fog, or difficult driving situations caused by weather conditions.
- The width of the van allows for less lane room.
- The length of the van increases distance needed for making turns, changing lanes, and braking.
- All existing 12-person vans must be limited to carrying no more than 12-persons (including the vehicle driver) with roof racks and back seats removed.
- Any internal cargo in the van must be secured, not loaded above the seat level, should be distributed evenly, and be placed as low as possible to decrease the upward shift in the vehicle center of gravity. Cargo tie down equipment can be obtained from the Facilities, Operations and Maintenance department Motor Pool office.
- Winter travel presents many unique hazards for any vehicle type especially vans. If conditions are slippery, use your gears to slow down rather than your brakes, if possible. Slow down as icy surfaces can make steering and slowing difficult. Also remember that the recommended maximum speed when using chains is 30 mph.
- Vans, which offer less visibility to the rear and sides, have a large turning radius and because of their box-like shapes, it is difficult for the driver to judge clearance distances between the van and nearby objects. Parking and backing up become more difficult than normal. A ground guide (vehicle passenger volunteer) should assist the van driver when making a backing-up movement.
- Refer to the University Vehicles Policy (9040) for further information relative to the use and rental of 12- person vans.

Driver's Name \_\_\_\_\_ Date \_\_\_\_\_

Driver's Signature \_\_\_\_\_

Driver's License Number \_\_\_\_\_