

CENTRAL OREGON COMMUNITY COLLEGE APPROVAL TO DRIVE VEHICLES

As required for our insurance on College vehicles, as well as rental vehicles, Campus Services must check the driving records of any staff member, student, or outside person who will be using one of COCC's cars, vans, or renting a vehicle for College business.

Vehicle records take approximately 10 days to receive from DMV. Please allow ample time for the record to be received. Anyone who has an immediate driving requirement must also fill out the Temporary Approval addendum at the bottom of this form.

Those without an Oregon license who are considered a permanent resident will also need to request temporary approval and will be asked to obtain an in-state license within 10 working days from the date of signature. Failure to meet this requirement will forfeit the person's application for approval.

Those individuals who are approved to drive will be notified and only those persons will be permitted to pick up keys to the vehicles.

Please use the form below to supply Campus Services with the information necessary for obtaining approval to drive.

IMPORTANT: FILL OUT ALL BLANK LINES, INCLUDING TEMPORARY APPROVAL.

NAME _____ COCC ID# _____
(LAST) (FIRST) (MIDDLE)

DATE OF BIRTH _____ ODL # _____ COCC DEPARTMENT (REQUIRED) _____

CHECK APPROPRIATE BOX: STAFF _____ *STUDENT _____ *OTHER OUTSIDE PERSON _____

**IF STUDENT OR OUTSIDE PERSON:* REQUESTING FACULTY (COCC DEPT.) _____

TEMPORARY APPROVAL (REQUIRED UNTIL DMV RECORDS ARE OBTAINED)

I _____, hereby declare that I have had _____ vehicle/motorcycle violations, citations or warnings in the past consecutive three years. This (these) citations/violations or warnings are:

_____.

I plan to drive a College (or rental) vehicle to _____ on the date of _____ for the _____ department.

I understand that if I am a permanent resident and do not have an in-state license, an Oregon driver's license must be obtained within 10 working days of date of signature.

Signature _____ **Date** _____

Approval signature _____ Date _____

FOR OFFICE USE ONLY:

FIRE SAFETY TEST PASSED _____ 15-PASSENGER ADVISORY SIGNED _____ RESPONSIBILITIES OF OPERATOR SIGNED _____
SENT TO DMV FOR PROCESSING _____

2015 COCC Vehicle Use Procedures

Approval to Drive

- Driving approval is **required** to drive college vehicles or rentals. Forms can be picked up at the Campus Services Office or found on the COCC webpage at:
http://www.cocc.edu/uploadedFiles/Departments_/Campus_Services/Driving_approval_form.pdf
- First time applicants must: Read and sign the **Vehicle Use Procedures**; Read the Fire Safety Training Material; Fill out and sign the **driving approval form**; Complete the **fire safety test** and Read/Sign the **15 passenger advisory page**.
- Renewal applications must: Read and sign the **Vehicle Use Procedures**; Read the Fire Safety Training Material; Fill out and sign the **driving approval form** and Read/Sign the **15 passenger advisory page**.
- An Oregon driver's license is required. Out of state license holders may be granted a *one-time only* driving approval at the discretion of the Director of Campus Services.
- Driving approval is valid for **two years for staff** members and for **one year for students**.
- A staff member must supervise student drivers. In instances where multiple vehicles are being used, a staff member must be in the caravan at all times.

Guidelines for Declining Driving Approval, but are not limited to:

- Two at fault accidents in the past three years, or
- More than two minor traffic convictions in the past three years, or
- A combination of one at fault accident and one minor traffic conviction in the past three years, or
- Operating under the influence of liquor or drugs, or
- Operating with an unlawful blood alcohol content, or
- Failure to stop or report an accident, or
- Negligent homicide, manslaughter, assault involving the operation of a motor vehicle, or
- Driving on a suspended or revoked license
- If a driver has a DUI on their driving record and has completed a Diversion Program, to drop charges, they will need to provide proof that the DUI charge was dismissed due to the Diversion Program to be eligible to drive COCC vehicles. Until documentation has been received, the driver will not be able to apply for driving approval until three years after their arrest date.
- Depending on the severity of the violations, approval can be given at the discretion of the Director of Campus Services or the Vice President for Administration
- Drivers must be 21 or older

Reservations

- Requests must be made to reserve a vehicle by submitting a **Staff Helpdesk** ticket. Category will be “Front Office”, “Vehicle Reservation”. One-week notice is required for reservations of most fleet vehicles. One-month notice is required for: Three or more vehicles; 15 passenger vans; or the request is for three consecutive days or longer. Requests for term vans will be taken once, at the beginning of the term. Department Administrators will be contacted prior to the start of each term to place requests for scheduled field trips. On your request, please include the date/time of departure/ return, along with the department and drivers names.
- If the reservation is on a weekend, please ensure arrangements are made to pick up keys **before** 4pm on Friday or 1:00 pm during the summer term.
- Each vehicle has a designated parking spot where it is to remain until your reservation pick up time. Upon your return, park the vehicle in its designated spot. Prompt return of the vehicles is mandatory because vehicles may be scheduled again for another department on the same day.
- A late drop-off fee may be charged for vehicles returned after the return date/time specified in the original reservation request.

Issuance of keys and fuel cards

Keys will be checked out for a specific van. In most instances, each key will be provided with a Pacific Pride card and Chevron card for your convenience. Fuel cards will be signed out to you at pick up, please verify cards before signing as these will be your responsibility while signed out to you. It is mandatory to fill out the vehicle mileage slip for each trip. ***Please drop off the vehicle mileage slips with the vehicle keys after each use.*** If unsure what account to charge please see your department admin for this information. Campus Services will verify the beginning mileage before your arrival; please confirm this information before you leave and if there is a discrepancy please see Campus Services **before** you leave with the vehicle. Fuel cards are to be used for the COCC or Enterprise vehicle **fuel only**. Using cards for unauthorized purchases constitutes fraud and the user will be held liable. The charge for usage of COCC fleet vehicles is \$0.82/ mile, there is a minimum of a \$35.00 charge.

Outside rentals will not automatically be issued fuel cards. Please verify with Campus Services if a card is available for your rental period. Fuel expenses along with the rental charge are the responsibility of your department. Please make certain you have department approval before you secure a rental vehicle. If you have not received approval, the costs for the fuel and the rental will be your responsibility. For Outside rate information, please see :<http://www.cocc.edu/Campus-Services/Vehicle-Use---Reservations/>

The rental contract (pink slip) will need to be returned to Campus Services upon the return of your outside vehicle rental. If the fuel is not at the required level, the outside rental agency will add on their current fuel charge prices to your invoice. The outside rental agency’s hours are 8:00am – 5:00pm. Vehicles returned after 5:00pm will incur charges through the following day, as will vehicles being delivered the evening before an early morning rental. The rental company is open Saturday 9:00am -12:00pm. Invoices for outside rentals will be sent to your departments’ administrative assistant. Direct payment to the rental agency will be handled through the individual departments.

Cancellations

All cancellations must be made within 48 hours of your scheduled rental or you may incur charges. For outside rentals of minivans, large SUV’s 12 and 15 passenger vans 3 days notice of cancellation must be made in order to avoid being charged.

Damage

The department of the staff/student driver driving the vehicle may be charged the first \$500.00 deductible in certain circumstances. This would be determined by the insurance carrier.

COCC will not assume financial responsibility for damage caused by the negligence of the driver renting a COCC or rental vehicle. This includes, but is not limited to, situations where the driver was not acting in good faith, had been using the vehicle for non-COCC related reasons, failed to meet licensing requirements or comply with these regulations. In these cases, the driver may be required to pay all costs resulting from the accident.

Body damage or accidents in or on the vehicle must be reported within 24 hours to Campus Services and the Campus Public Safety Department. Any other issues including maintenance issues that need addressed may be reported on the vehicle mileage slip; please also verbally inform us of this issue so that we may address it in a timely fashion. Rarely, vehicles may be deemed unsafe to drive and must be pulled off the line for immediate maintenance. We will do everything we can to supply a substitute vehicle on these occasions, but it is highly recommended that all vehicle users have a contingency plan in place on the chance no other vehicle is available.

Cleanliness

Users are responsible for removing all garbage from vehicles and maintaining its cleanliness. Pets, smoking, smokeless tobacco and alcohol are prohibited in all rental vehicles, COCC or outside rentals. Failure to abide by these rules will result in the department incurring a \$25.00 charge and possible relinquishing of future rental rights. Anyone in the vehicle who is charged by public officials for any non-legal actions will be responsible individually and not covered by COCC or any of its representatives or insurance.

Weather

All college vans are equipped with studded tires during the legal period of November 1st – April 1st. Additionally all vans include a set of tire chains. Use of chains and choosing to drive in inclement weather is at the user's discretion. Any financial liability resulting from negligence of the driver will not be assumed by COCC. By signing this form, you are agreeing that you know how to properly attach chains to tires and drive appropriately with chains on in inclement weather conditions.

Emergency Service

In case of emergencies where the vehicle cannot be driven call 541-383-7775 or for after hours and weekends call the Campus Public Safety, cell phone at 541-480-2418 to relay any problems encountered.

In the event you are involved in an accident with one of the COCC vehicles or a rental vehicle, follow these procedures.

- Do not move the vehicle or leave the scene of the accident.
- Immediately notify local law enforcement and include all pertinent information relative to the accident. Obtain the name, address, and insurance carrier of the other driver and the names and addresses of any witnesses.
- Notify Campus Services and Campus Public Safety.
- If possible, take a picture of the damage to the vehicle(s).
- The department using the vehicle is responsible for making sure all the proper forms are completed and appropriate authorities notified.

Responsibilities of Operator

The operator is responsible for:

- Having his/ her driver's license in his/ her possession at all times.
- Abiding by rental regulations, applicable State, and local laws.
- Permitting only employees, students of COCC, or other persons of official COCC business to be transported in the vehicle.
- Properly caring for the vehicle which includes, but is not limited to:
 - Using recommended grade of gasoline, checking the oil on long trips, reporting needed service or repairs by noting on the vehicle mileage report.
 - Making sure the vehicle is returned in a clean condition.
 - Locking the vehicle when it is not in use and placing personal possessions out of sight in vehicle. COCC is not responsible for stolen items.
 - Paying any traffic/ parking fines incurred during usage.
 - Using and parking the vehicle in a manner that will not reflect unfavorably on COCC.
 - Picking up and returning vehicle at the appointed times.
 - Reporting to Campus Services any damage to the vehicle within 24 hours
 - Prohibiting the use or possession of alcoholic beverages or controlled substances in a COCC or rental vehicle.
 - Not talking or texting on a cell phone while driving.

X

Signature

Date

Fire Safety Training Material

Your Guide to SAFE Gasoline and Diesel Dispensing

This sheet includes information regarding:

- Safety and Emergency Instructions
- Safe Use of Cardlock Equipment
- Special Safety Precautions
- Chemical Properties of Gasoline and Diesel
- Emergency First Aid

SAFETY AND EMERGENCY INSTRUCTIONS

NO SMOKING!

Before entering the dispensing area, please make sure that all cigarettes, cigars, etc. are out. Extinguish all RV pilot lights or other flames.

FIRE EXTINGUISHER

Break glass to access extinguisher. Pull safety pin and direct nozzle at base of flame, then pull handle.

EMERGENCY SHUT-OFF SWITCH

The switch is located near the pump islands and is well marked. Place switch in OFF position. This switch shuts off all electricity to the dispensing island and stops the flow of gasoline and diesel fuel.

EMERGENCY TELEPHONE

DIAL 911

Report emergency to Bend Oil Co. at 382-4751

HOW TO USE CARDLOCK EQUIPMENT SAFELY

Please follow these Instructions regarding the proper way to fuel your vehicle:

1. Stop vehicle engine.
2. Insert card with Pacific Pride Logo facing you.
3. Remove card.
4. Security#, Enter code number and push enter button.
5. Enter Odometer Reading, Enter mileage or 0 and push button.
6. Pump#, Enter Pump number and push enter button. You have 60 seconds to turn the pump on and start pumping gas. Slow the fuel flow as the tank nears full. **Do not overfill tank.**
7. After fueling is complete return nozzle to dispenser.

SPECIAL SAFETY PRECAUTIONS FOR FILLING CONTAINERS

REMEMBER: GASOLINE IS EXTREMELY FLAMMABLE!

- Use only containers that are labeled for gasoline. DO NOT USE GLASS OR PAPER CONTAINERS.
- Do not use or store containers near spark, flame or heat.
- Store in cool, well-ventilated area.
- Keep container closed when not in use.
- Keep out of reach of children.
- Remember that empty containers retain hazardous or explosive vapors.

CHEMICAL PROPERTIES & PHYSICAL EFFECTS OF GASOLINE AND DIESEL

USE EXTREME CAUTION WHEN DISPENSING ANY FUEL

GASOLINE:

D.O.T. Hazardous class: 3

FLAMMABLE LIQUID UN 1203

A blend of parafins, naphthalene aromatics, olefins, cycloparafins and hydrocarbons.

- MAY BE HARMFUL OR FATAL IF SWALLOWED.
- AVOID CONTACT WITH SKIN OR EYES.
- AVOID BREATHING VAPORS.
- USE ONLY IN WELL-VENTILATED AREAS.

DIESEL:

D.O.T. HAZARDOUS CLASS:

COMBUSTIBLE LIQUID NA 1993

A complex mixture of hydrocarbons produced by the distillation of crude oil.

- MAY BE HARMFUL OR FATAL IF SWALLOWED.
- MAY CAUSE SKIN OR EYE IRRITATIONS

EMERGENCY FIRST AID:

EYE CONTACT: Flush with water for at least 15 minutes

SKIN CONTACT: Wash with soap and water

INHALATION: Immediately remove affected person from contaminated area to fresh air. In case of respiratory distress give oxygen or artificial respiration.

INGESTION: DO NOT INDUCE VOMITING. Get medical attention immediately.

This information was prepared by Bend Oil Co •• Inc. In accordance with the State Fire Marshal regulations.

FIRE SAFETY TRAINING TEST

This test is to be self-administered. In order for you to have access to unattended automated fueling sites in the State of Oregon, you must successfully complete this test for fire safety Instruction. Please read the material provided to you and then answer the questions below.

1. Smoking is not permitted at any fueling facility. T__F__

2. I must stop my engine when fueling. T__F__

3. The following safety equipment is found at all Pacific Pride sites. (Mark each that is true):

Fire Extinguishers

Emergency Stop Buttons {for stopping equipment from dispensing fuel}.

Emergency Shut-off Switch (Located within 75 feet of the island)

Telephone or Alarm System

4 If a fire should occur at the site, I should dial _____ or the emergency number (911) for assistance.

5. If a fuel spill occurs at the site, I should dial the _____ number posted at the site.

6. Gasoline is a hazardous material. T__F__

7. Drinking gasoline Is no more harmful than drinking water. T__F__

8. In case of contact with skin, I should thoroughly wash with _____ and _____.

9. If gasoline is swallowed, I should: (check one)

Induce vomiting

Not induce vomiting

10. Gasoline cannot safely be put into a milk carton. T__F__

11. Portable containers of less than 12 gallons must be placed on the ground before filling. T__F__

I certify that I have received and read the fire safety training material provided to me by Bend Oil Co.

Signature: _____

Print Name: _____

CENTRAL OREGON COMMUNITY COLLEGE

15-PASSENGER VAN ADVISORY

U.S. Department of Transportation Large Van Advisory:

The risk of a rollover crash in a 15-passenger van increases, as the van is more fully loaded. The risk rises as passengers are added, and once the van has 10 or more passengers, the rollover risk is greatly increased. Placing a load on the roof also contributes to this increased risk of rollover. These two conditions change the van's center of gravity. As a result, the van has less resistance to rollover and handles differently from other passenger vehicles making it more difficult to control in an emergency situation. Most vehicle rollovers are single vehicle crashes in which the vehicle runs off the road and overturns when it strikes a ditch, embankment, soft soil, or other object.

TIPS FOR PREVENTING ROLLOVER:

Drivers must be well rested and maintain a safe speed for weather and road conditions. Drivers must be especially cautious on curved rural roads and maintain a safe speed to avoid running off the road. If the van's wheels drop off the roadway, gradually reduce speed and steer back onto the roadway when it is safe to do so. Roof racks are provided on some vans. Overloading these roof racks increases the risk of rollover. Do not put heavy objects in the roof racks.

BUCKLE UP FOR SAFETY:

Eighty percent of people killed in rollover crashes in 15-passenger vans were not wearing seat belts. Passengers can dramatically reduce their risk of being killed or seriously injured in a rollover crash by simply using their seat belts. All vehicle occupants should always wear seatbelts. Drivers should be responsible for enforcing the use of seatbelts.

OTHER TIPS FOR SAFE DRIVING:

When a 15-passenger van is not full, passengers should sit in seats that are in front of the rear axle. More than 15 people should never be allowed to ride in a 15-passenger van. Because 15-passenger vans are substantially longer and wider than cars, they: require more space and additional reliance on the side-view mirrors for passing, do not respond as well to abrupt steering maneuvers; require additional breaking time.

Driver acknowledges, by his/her signature below, that he/she has read the above advisory.

Driver: _____ Date: _____

COCC Driving Approval

Check List

Please make sure the following is included in your packet when applying for COCC driving privileges.

Driving Approval Form (Page 1)	<input checked="" type="checkbox"/>
Responsibilities of Operator (Page 5)	<input checked="" type="checkbox"/>
Fire Safety Test (Page 8)*	<input checked="" type="checkbox"/>
15- Passenger Van Advisory (Page 9)	<input checked="" type="checkbox"/>

*Fire Safety Test is not needed if you are re-applying