

WOU Safe Ride Program
INTERNAL OPERATING POLICIES FOR UNIVERSITY OWNED VEHICLE
Office of the Vice President for Student Affairs

Rental Rate and Fee

Rental rate and fees are subject to annual fix rates, plus fuel (visit the WOLF Ride website for annual rate). All reservations payments will be processed by a WOU journal voucher at the end of each academic term.

Reservations

Reservations are subject to availability. Reservations that interrupt or delay regular WOLF Ride service may not be approved. Reservations are on a first come, first serve basis.

Reservations can be made:

- Online – Fill-out the form
- In person – Room 203, Werner University Center – fill-out the form

Reservation requests must include the following information:

- Departure and Return: Dates and Times
- Destination: City and State
- Driver(s) Full Names (must be an approved driver by Campus Public Safety)
- WOU Account Index for payment
- Contact Information of person making the Reservation: Name, Email Address, Phone Number
- WOU Department or Club Name
- Whether or not use of the wheelchair lift is requested

Reservations will be confirmed via email.

VAN KEY CHECKOUT AND RETURN

Keys can be picked up at the Office of the Vice President for Student Affairs, WUC Room 203, before 5:00 p.m. Monday through Friday. Each reservation checkout pouch will include the van key, a copy of the WOLF Ride Internal Use policy, a copy of the DMV Accident Information Exchange Checklist, a copy of the DMV Oregon Traffic Accident and Insurance Report form, and odometer tracking form. If travel is on a weekend, the checkout pouch must be picked up prior to 5:00 p.m. on Friday. The van is located in Parking Lot H on the North side of Werner University Center.

The checkout pouch and key must be returned to the Office of the Vice President for Student Affairs, WUC Room 203, at the end of the trip, on the same business day or following business day. If the travel is on a weekend, the keys can be dropped off at the Information Desk in WUC. Arrangements can be made prior to travel to return the keys to WUC Room 203 during the next business day.

The van must be returned to Parking Lot H and parked in the designated spot; remove all garbage and personal items, turn off all lights (headlights, interior lights), close all windows, and lock the van. When returning the van and the checkout pouch, the odometer form must be completed by filling in the date, time, and ending mileage. Lastly, notify the Office of the Vice President for Student Affairs any issue or incident with the van that requires attention.

Canceling a Reservation

If your plans change and you need to cancel a reservation, please call 503-838-8221 or email studentaffairs@wou.edu to notify the Office of the Vice President for Student Affairs. Cancellations made with less than 24-hour notice may be charged the full rental rate.

Fueling

If the van needs fuel, fill the gas tank and pay using the van P-card, located in the glove compartment. Remember to receive a receipt and return it to the Office of the Vice President of Student Affairs.

Approved Driver/s

Any person driving on WOU sponsored business is required to have been approved by Campus Public Safety to drive a publicly-owned vehicle. Additionally, any person driving a state or University owned or leased 12-passenger van must view the van safety course and pass an online van safety test prior to operating the van. Students, volunteers, staff, faculty, and temporary staff are required to submit annual driver authorization forms and take the van safety test. A processing fee may be charged for each driver authorization request. Visit Campus Public Safety's Driver Authorization website for more information.

Approved Uses and Passengers

Use of the van is limited to Western Oregon University business and transportation only. University departments, organizations, and chartered clubs may reserve the van.

Accidents and Vehicle Damage

All accidents and damage (including vandalism and vehicle theft) to or caused by the van must be reported to the Office of the Vice President for Student Affairs (503) 838-8221 no later than the next day, regardless of the dollar amount. Repair costs for damages to the van may be billed to the department, club, or organization in full.

In the event of an accident, the driver operating the vehicle should take the following steps:

1. Stop. Ascertain if anyone is injured. If so, take action for obtaining ambulance and medical care (911).
2. Request that the local police come to the scene. If the police are unable to respond, then contact the local police department to file a police report.
3. Ask the investigating officer to file a written report regardless of the extent of the damages.
 - If an accident happens on the Western campus, also contact Campus Public Safety. Ask them to file a report as well.

4. Exchange information with the other driver by completing the *Accident Information Exchange Checklist* (included in the booklet received when vehicle was picked up).
5. Complete the *Oregon Traffic Accident and Insurance Report* (included in the booklet received when vehicle was picked up).
 - This report will need to be delivered to the DMV within 72 hours of the accident.
6. Arrange with the Office of the Vice President for Student Affairs for the removal of the van if it cannot be operated. If the van can be legally and safely driven, it should be taken to WOU campus parking lot H at the earliest time possible.
7. If the van cannot be operated and office personnel are not available, contact the Campus Public Safety office at 503-838-8000.
8. Report damage to or caused by the van no later than the next day to the Office of the Vice President for Student Affairs regardless of the dollar amount.

Minimum Number of Drivers

A minimum number of drivers is required for long trips using the van:

- Any trip 200 miles or more distance from WOU requires two (2) qualified drivers who must trade driving responsibilities every two (2) hours.
- On trips exceeding 300 miles distance from WOU, drivers shall be limited to a total of six (6) hours driving time per day. The drivers must trade driving responsibilities every two (2) hours.

Safe Driving Practices

A key feature of any motor vehicle safety program is the recognition of safe driving practices that have been shown to reduce accidents. The WOU Safe Ride program emphasizes the following practices:

- **Observation Skills:** Drivers should develop skills, which enable them to detect or anticipate hazards to be avoided.
- **Maintaining an Escape Route:** Drivers should always position their vehicle in traffic to provide routes of escape in emergencies.
- **The Three Second Rule:** Drivers should maintain the proper distance behind the vehicle in front of them. Under ordinary driving conditions, this distance is three seconds at any speed.
- **Safe Parking Practices:** Parking lots contain special hazards, such as a lack of traffic controls, visual obstructions, and limited maneuvering room. Drivers must develop parking habits to mitigate these hazards.
- **Foul Weather Precautions:** Foul weather creates many hazards such as reduced traction and vision, which require modified driving practices.
- **Traffic Management:** Urban areas contain congested traffic, complex intersections, and limited access road ways that increase the danger of driving. Drivers should learn traffic management skills, which would increase their safety in these situations.

- **Emergency Reaction:** Regardless of the caution exercised by drivers, unexpected actions by other drivers and unpredictable hazards can require drivers to use emergency reaction skills to avoid accidents.
- **Vehicle Maintenance and Inspection:** Proper vehicle maintenance is essential to safe driving. Drivers should learn to complete a vehicle safety check as listed on the Van Use/Reservation form.
- **Driver Attitude:** Lack of proper driver attitude often causes drivers to make mistakes due to excessive haste and lack of caution. Planning ahead allows drivers to engage their responsibilities without the urge to forego safe driving precautions.
- **Accident Safety:** Drivers are expected to know and follow procedures for reporting accidents and safeguarding the van.
- **Seat Belts:** In accordance with State of Oregon Law, as well as good safety practice, all drivers and passengers using the van are required to use seat belts whenever the vehicle is in use. Drivers are responsible to check and make sure that every passenger has his/her seat belt secured prior to departure on each segment.
- **Transportation of Non-Service Animals:** Transportation of non-service animals in the van is not allowed unless prior arrangements are made with the WOU Safe Ride Program Manager.
- **Crossing Sidewalks:** Whenever crossing sidewalks to leave alleys or parking lots, drivers should bring the van to a complete stop to be sure the walkway is free of pedestrians.
- **Backing-Up the Van:** Whenever two or more persons are present, one of them should assist the driver, as a spotter, when backing up the vehicle. Use the back-up camera!

Roadside Emergencies/Repairs

If the van breaks down, the driver will contact the Office of the Vice President for Student Affairs (503-838-8221). If the vehicle cannot be operated safely, the Office will arrange for the repair and/or removal of the vehicle. If the van can be legally and safely driven, take it directly to WOU parking lot H.

If the vehicle cannot be operated and Office personnel are not available, contact the Public Safety Office at 503-838-8000.

Costs Not Covered by WOU Safe Ride Program

The following costs are the responsibility of the driver and driver's department:

- All fines or traffic violations incurred by drivers of the van. University funds may not be used for payment of fines/violations.
- Vehicle damages resulting from abuse, neglect, or the driver's intentional action.
- Vehicle damages in the event of unauthorized use.

- Costs relating to other-than-normal vehicle expenses including towing charges, vehicle damage, and accessory installations and removals (radios, etc.).
- Cleaning accumulated food, paper, etc. left by users, including detailing, if necessary.
- Payment of any deductible associated with an employee's accident that occurred while driving the van.

Vehicle Insurance

Western Oregon University is insured by United Educators Insurance, administered by Brown & Brown. Physical damage and liability are both covered for university-owned vehicles.

Authorized drivers of the van and authorized passengers may be covered by the State of Oregon Insurance Accident Insurance Fund (SAIF) workers' compensation insurance when conducting official Western Oregon University/State of Oregon business in good faith within the scope and course of employment or duties.

When an authorized driver of the van is at fault, the United Educators Insurance will cover damages to property or injuries sustained in the accident. Departments, clubs, or student organizations are responsible for all costs associated with accident and may be charged up to the \$5,000.00 deductible minimum.