

# U of O Zero Waste Program Vehicle Driver Training

Revised 06/30/2015

The following constitutes the U of O Zero Waste Program's vehicle operation manual. This document is neither exclusive nor exhaustive, but it represents the minimum operating standards and driving behaviors required of Student Recyclers operating program vehicles.

It is divided into five sections and two addenda, as follows:

## **Manual**

- Policies and Expectations
- Parking
- Safe Driving
- Accidents

## **Addenda**

- Backing/Spotting Signals
- Driving through the Heart of Campus

## **I - POLICIES AND EXPECTATIONS**

Campus Zero Waste Program Employees are deemed qualified to drive only after:

- Issuance of a U of O Driver Certification Card
- Successful completion of the van training program
- At the continued discretion of Program staff

Their on-going driving status is further contingent upon demonstrated safe driving habits. Employees deemed unqualified to drive based solely upon a lack of skill or experience are categorized as such with no detriment to their employment status or pay rate.

When driving for the Zero Waste Program, you are driving a state vehicle (designated by the "E" prefix on the license plate) and are being paid to drive as part of your job. Personal driving habits which may be in conflict with program regulations, traffic laws, safety regulations, good public relations, or acceptable driving habits are not acceptable.

Failure to follow policy is grounds for revocation of driving privileges, or termination. The driving status may be revoked at any time at the discretion of the Operations

Manager. In the event any driving practice constitutes a willful violation of a Program employment or driving policy, disciplinary steps may be taken, possibly including termination of employment.

Any citations received for traffic infractions while driving for the Program are the sole responsibility of the driver. All financial and/or traffic court matters must be handled solely by the driver. They will be reflected on the driver's personal driving record with his/her state of licensure, and they may be made available to the driver's personal auto insurance company through his/her state of licensure. Any parking citations received while driving for the Program are similarly the sole responsibility of the driver.

### **Operator Requirements**

- All persons operating Program Vehicles are required to be licensed drivers in their home states and are required to have *in their possession when operating program vehicles* their: a.) driver licenses, and b.) U of O Driver Certification cards.
- Any changes in driving status or license validity must be reported to the Program.
- All moving violation citations received must be reported to the Program immediately -- regardless of whether these citations are received on state driving time or personal driving time. Parking citations must be reported to the Program only if received while using a state vehicle on work time.
- No employee is to operate a program vehicle without having been trained and authorized to do so by Program staff.
- If, at any time after having completed van training, an employee feels uncomfortable driving Program vehicles, s/he should discuss this matter with the Operations Manager. Those doing so will be offered additional training or will be excused from driving for the program at no detriment to their employment with the Program.

### **Van Use**

Program vehicles are State of Oregon vehicles for Program use only. With the exceptions of official business, mechanical failure, or emergencies, they are to be parked/stopped in University areas only. When embarking on an off-campus route, plan to use restrooms and other facilities on campus before leaving or at the off-campus location. Vehicles are never to be taken to or parked at non-University off-campus locations for breaks or lunches, nor is it permissible to stop at an employee's residence or to use the vehicles for any personal use or errand. Lastly, vans are not to be taken off-route for the sole purpose of driving to a desirable break area including on-campus areas such as the EMU.

- **Backing/Spotting Policy**

Student Recyclers are never to back any Program vehicle (including maintenance vans) any distance without a spotter. Drivers are also expected to use a spotter when pulling forward in tight spaces. Both drivers and spotters are expected to work together to achieve a successful maneuver, However, drivers bear sole responsibility for the actions of both themselves and their spotters; and they should take the lead in ensuring that spotting is performed effectively.

Successful backing and spotting involves:

- Visual contact between the driver and spotter at all times
- Effective visual hand signals
- Cessation of movement if and when visual contact is lost – even momentarily
- Using good judgment in using a spotter even when not backing, including:
  - When lateral or overhead clearances present problems
  - During lane changes
  - In congested areas, especially when in heavy pedestrian traffic
  - When looking for parking areas

### **Seat Belts**

All vehicle occupants (drivers and passengers) are required by state law to wear seat belts when driving. Drivers are expected to enforce this for both themselves and their partners.

### **Cell Phones and Head Phones**

Drivers and passengers are prohibited from using cell phones, or wearing headphones or ear buds while driving.

## **II - PARKING**

Program vehicles must observe both campus and public parking regulations. Failure to do so can result in a parking ticket, which will be the personal responsibility of the driver.

Since parking can be a confusing and/or frustrating endeavor – and since parking in and near campus is at a premium -- check with your Coordinator before heading out on route if you have questions or need suggestions about parking in a particular area.

Vehicles can be parked in any of the following areas:

### **On Campus**

- In any space marked "(State) Service Vehicles Only."

- In any metered space for free for the duration of the meter limit only.
- Against the curb in the closed section of East 13th Avenue.
- At any loading dock or in any loading zone.

### **Off Campus Parking**

- In "Commercial Vehicle" spaces for the duration of the space time limit only.
- In metered spaces for free for the duration of the meter limit only.

### **Vehicles must never be parked in any of the following areas:**

- Spaces marked "Reserved"
- "Disabled" parking spaces.
- The additional, striped area next to a "Disabled" space
- In or across driveways, sidewalks, or the curb "cut-outs" used for disabled access to and from sidewalks.
- Across pedestrian crossings.
- In any way such that another vehicle is blocked or prevented from moving.
- The Jordan Schnitzer Museum of Art service vehicle parking space

Also note that Kincaid Street is not University property, but rather a City of Eugene thoroughfare. Exceeding the time limit in metered spaces or "Commercial Vehicles" spaces may result in a ticket from the City.

## **III - SAFE DRIVING**

Note the following safe driving and operational rules, observations, and suggestions. Incorporate these into your driving behaviors.

Oregon State University Transportation Services:

[Vehicle Safety Training Series Van Safety](#)

### **Vehicles**

- Size - Program step vans are heavier, taller, wider, and longer than cars. Drive with this difference in mind by allowing:
  - Slower speeds
  - More stopping time/distance.
  - Wider turning radii
  - Spotting to gauge overhead clearances
- Parking Brakes - Always set parking/emergency brakes when leaving a vehicle.

- Visibility - Step vans offer limited visibility and have large blind spots, especially to the rear and sides. Learn to use side mirrors and have the passenger visually assist during lane changes and other maneuvers.
- Pre-operation Inspections - Conduct a complete daily inspection using program inspection checklists before the first vehicle use of the day.
- Doors - Keep all doors closed when driving: driver, passenger, and back overhead doors.
- Tailgates - Close the tailgate before moving the vehicle any distance, anywhere
- Occupancy – All program vehicles have a 2-person maximum. Under no circumstances should anyone other than the driver and passenger be in a moving vehicle.
- Cleanliness – Remove all personal items and debris at the end of each shift.

### **Driving**

- Check both mirrors frequently -- every 3-5 seconds.
- Plan your trip. Know your route, the best way to get there, and parking options.
- Use the 4-second rule to ensure a safe following distance.
- Don't drive if taking medications which could impair your ability to do so.
- Obey all posted speed limits, stop signs and lights, and other traffic controls.
- Drive defensively. Slow down and take your time at all times.
- Be courteous, professional and patient. Yield to other vehicles and pedestrians.
- Don't engage in vengeful or angry behavior (driving, verbal, gestural, or otherwise) when encountering a discourteous or aggressive driver.
- Exercise patience when encountering student or other pedestrian traffic on or near campus, especially during class changes. Don't hesitate to wait out the congestion.
- Be alert to bicycles at all times, especially on streets with a right-hand bike lane.
- Use turn signals at all times and well ahead of intended maneuvers and turns.
- Do not eat or drink while driving.

### **Weather, Darkness and Inclement Conditions**

- Slow down and increase following distances anytime rain, snow, ice or other hazardous road conditions present themselves.
- Use headlights whenever weather conditions or darkness require their use. If in doubt, turn them on. They may not help you see better, but will help other drivers to see you.

### **Van Security**

Safety isn't only a matter of safe driving habits and the physical well-being of all

concerned. It includes the security of the van and equipment. Please observe and adhere to the following:

- Keys – Never leave keys in vehicles – either in the ignition or anywhere else. Always take the keys with you when leaving a vehicle.
- Locking Up – Always close and lock all doors when leaving a vehicle anywhere other than at the Campus Operations compound. Close, secure, and lock vehicle doors, windows, and overhead doors while on route or when parked for the evening at the Trailer.

#### **IV - ACCIDENTS**

The program defines an accident as any event involving a program vehicle which causes damage to a program vehicle, another vehicle, or any stationary object; which involves an impact between any of these; or which entails injury to any person.

All accidents must be reported to program staff as soon as possible following the guidelines noted below. Failure to do so is considered grounds for dismissal.

Drivers who are in an at-fault accident will have their accident reviewed by the University's Accident Review Committee. The Committee may require that the driver attend both a refresher Van Training course and a Defensive Driving course. Drivers must attend both of these courses or risk losing their University driving privileges and possibly their positions with the Zero Waste Program. Drivers will be paid for attending these classes. More information about both of these courses is available from the Operations Supervisor.

When an accident occurs:

- Attend to any injured persons. If on campus, call the DPS emergency number at 346-6666. If off campus, call 911.
- If possible and if deemed necessary, move vehicles out of traffic.
- Once injured persons have been attended to and the accident scene has been rendered safe, get hold of one of the staff members – via pager or cell phone, if necessary.
- Proceed based upon the instructions given by the staff member. Either start completing the "Accident Report Package" found in the van: or await the arrival of a staff member.
- Make no admissions of blame or other statements about the cause of the accident except to a police officer or program employee.

Any citation received as the result of an accident will be recorded on the driver's personal driving record with their state of licensure.

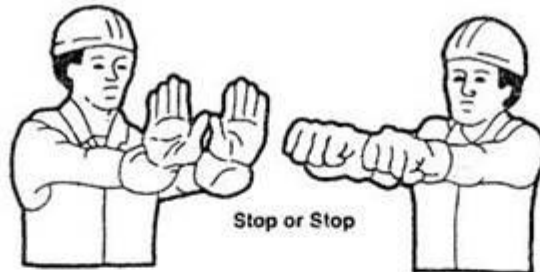
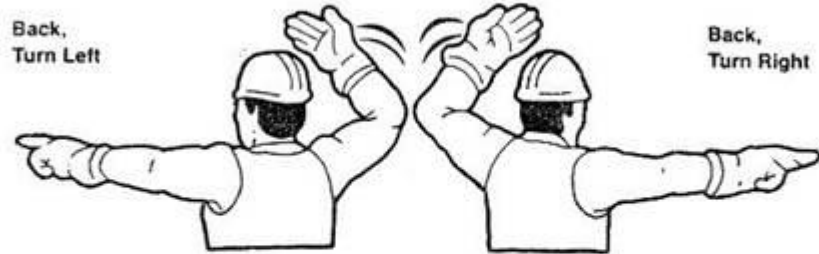
Accidents may also require the filing of a State of Oregon Traffic Accident and Insurance Report which will be reflected on the driver's personal driving record with their state of licensure. This can apply following even a minor accident involving no other vehicles and no citations. Program staff will alert you to this requirement and help you with the forms.



### **Addendum 1: Backing/Spotting signals**

Most Zero Waste Program accidents occur at a very low speed in tight areas, and are the result of a failure to successfully maneuver around, between, or near fixed objects. All of these accidents can be avoided with successful spotting. The following backing/spotting signals are required of all spotters to guide their driving partners successfully without incident/accident.

University of Oregon  
Facilities Services  
Vehicle Backing/Spotting Policy



Adapted From:  
Standards for Safe Backing and Hand Signals  
City and County of Honolulu  
Department of Human Resources



## **Addendum 2: Driving through the Heart of Campus**

The following policies and regulations apply when driving through the Heart of Campus – the area in the immediate vicinity of the EMU at the 13th and University intersection. Some “Do Not Enter” signs apply to us – and some don’t. All of that is noted below. Taking into account the whole area of 13th, the closed portion of 13th, University, Johnson Lane, the Friendly/Allen parking lot, and the EMU -- the following apply:

- When driving west on 13th to the turnaround by the EMU Post Office, you **can** proceed west *through* the turnaround to: a.) use the Service Vehicle parking spaces by Columbia; b.) enter the Friendly/Allen parking lot; c.) enter the closed portion of 13th; or d.) turn left/south at University. The “Do Not Enter” signs at the turnaround and at the entrance to the closed portion of 13th **do not apply** to us. You can also use the turnaround to turn around and head back east on 13th.
- You **can** enter the closed portion of 13th heading eastbound from Kincaid – the “Do Not Enter” sign on Kincaid **does not apply** to us.
- When driving east on the closed portion of 13th from Kincaid to University, you **can only** turn right/south onto University when you exit the closed portion of 13th. You **cannot** go straight/east onto 13th, and you **cannot** turn left/north into the Friendly/Allen parking lot.
- When leaving the EMU Post Office lot, you **can** turn either left/west or right/east onto 13th.
- When leaving the Friendly/Allen parking lot, you **can only** go straight/south onto University. You **cannot** turn left/east onto 13th, and you **cannot turn** right/west into the closed portion of 13th.
- When driving north on University St. and approaching Johnson Lane and the barricade near the EMU Fishbowl, you **can only** turn left/west onto Johnson Lane or right/east into the EMU back parking lot. You **cannot** go straight/north through the barricade. Similarly, when leaving Johnson lane, you **can only** turn right/south onto University or jog into the EMU back parking lot. You **cannot** turn left/north through the barricade. This is the one “Do Not Enter” sign which **does apply** to us.

And here are two more prohibitions:

- Do not use the closed portion of 13th as a “shortcut” between Kincaid and University. Use it only to travel and park on to service buildings in that part of campus – not solely for the purpose of getting from Kincaid to University, or from University to Kincaid.

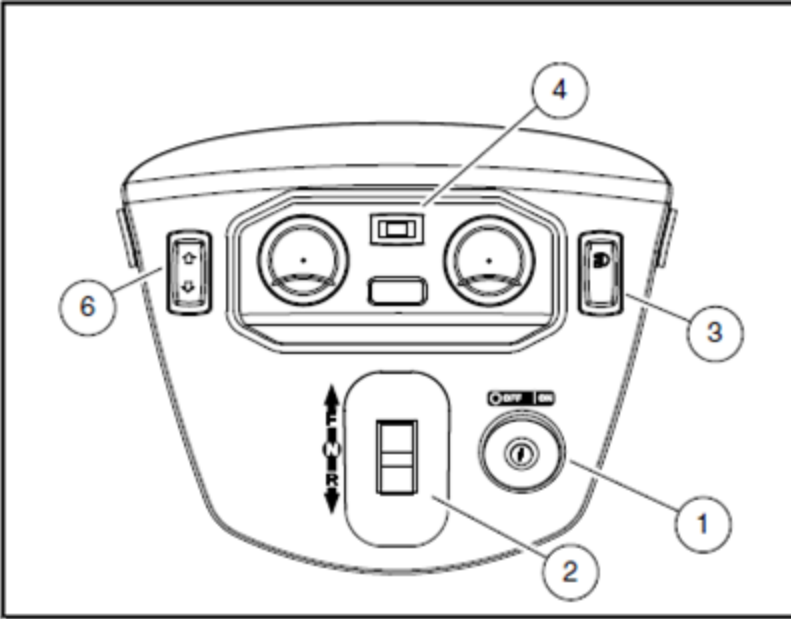
- Do not use the “shortcut” alley between Johnson and Chapman which goes from the Johnson/Chapman parking lot to the closed portion of 13th.



**Club Car  
Carryall 500/550/700  
Vehicle Owner's Manual**



Electric and Gasoline (Items listed here are in addition to operation of regular gas vehicles)



Club Car Instrument Panel

#### (1) KEY SWITCH

The key switch is mounted on the dash to the right of the steering column. All electric vehicles are equipped with a two-position key switch: OFF and ON.

#### (2) FORWARD/REVERSE CONTROL

The Forward/Reverse rocker switch is located at the bottom center of the instrument panel. Press the F (FORWARD) side of the switch to operate the vehicle in the forward direction. Press the R (REVERSE) side of the switch to operate the vehicle in reverse. When the switch is positioned in NEUTRAL, with neither side down, the vehicle will not operate if the accelerator pedal is pressed. Club Car vehicles operate at reduced speed in reverse. The reverse buzzer will sound as a warning when the Forward/Reverse switch is in the REVERSE position.

#### (3) HEADLIGHT CONTROL

The headlight switch is located on the right side of the instrument panel. Press the side of the switch with the headlight symbol to turn the headlights on and press the other side to turn the headlights off.

#### (4) CHARGE INDICATOR LIGHT

The charge indicator light located at the top of the instrument panel. The light serves two functions: 1) Battery low state-of-charge warning, and 2) Charging confirmation. Battery Low State-of-Charge Warning:

- The light comes on and remains solid when the battery state of charge falls below 20%.

- The light begins flashing when the battery state of charge falls below 10%.

#### WARNING

- When the light indicates a low state of charge, the vehicle should be placed on charge as soon as possible.

#### Charging Confirmation

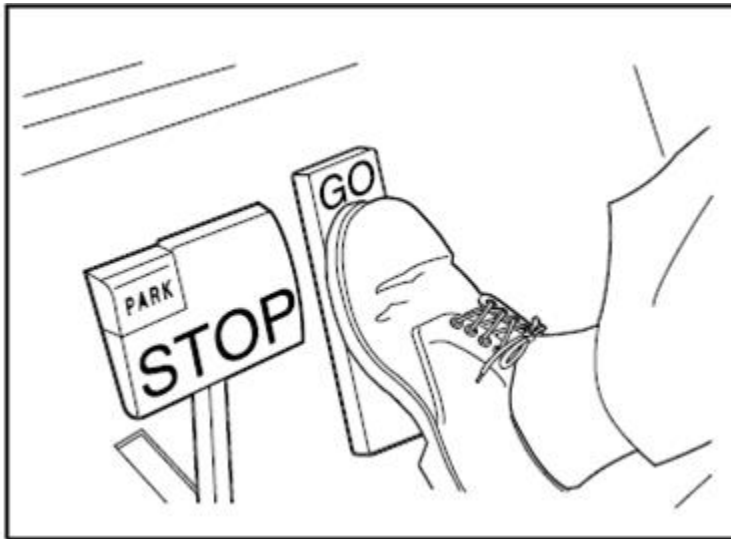
- The light will flash three times and the reverse buzzer simultaneously will sound three times to indicate a battery charging session has begun.

#### (6) ELECTRIC BED LIFT

The electric bed lift switch is located on the upper left side of the instrument panel. To lift the bed, press the side of the switch with the up arrow, and press the other side of the switch to lower the bed. The bed lift will make a loud clicking sound to signal the bed is in the rest position. NOTE: The electric bed lift has a maximum load capacity of 500 lb (226 kg).

#### WARNING:

- Keep hands and fingers clear of crush area between the bed and the seat back support.



Accelerator Pedal

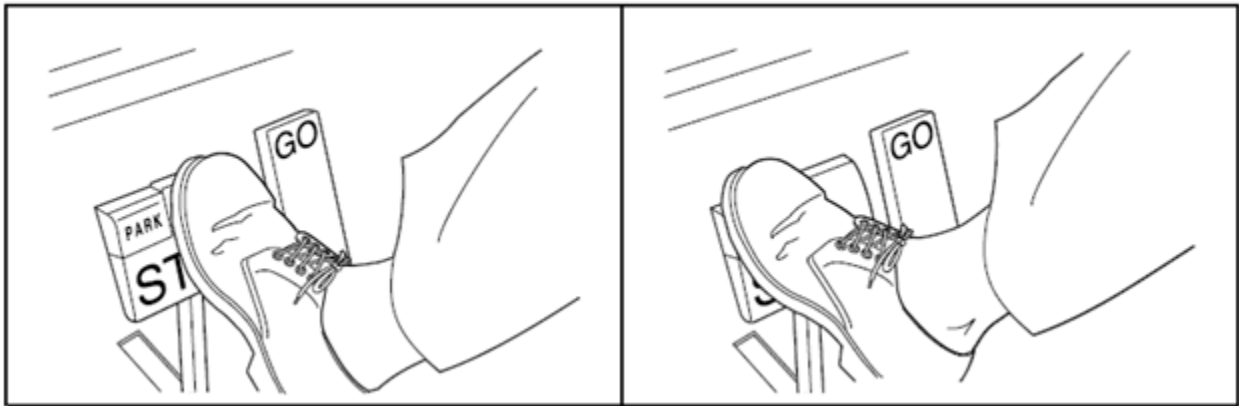
The accelerator pedal is the pedal on the right; with the word GO molded into it. When the key switch is in the ON position, and the Forward/Reverse switch is in either the FORWARD or REVERSE position, pressing the accelerator pedal will automatically release the park brake and start the vehicle moving in the direction

selected (forward or reverse). When the accelerator is released, power will be cut off and the motor or engine will stop running.

- **Walk Away Braking:** This feature prevents the vehicle from rolling away uncontrolled should the driver park on a slope and leave the vehicle without locking the park brake. The vehicle will roll at about 1 to 3 mph (1.6 to 4.8 km/h). If the walk away braking function remains engaged for two seconds or more a warning buzzer will sound to alert the driver that motor braking has been activated.

**WARNING:**

- Walk away braking will not limit vehicle speed to 3 mph (4.8 km/h) on very steep grades. Do not operate vehicle on slopes exceeding 20% grades.



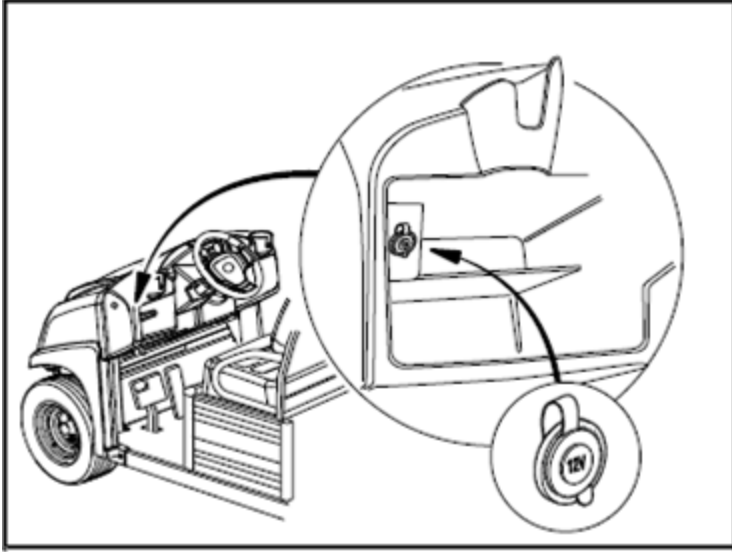
**Brake/Park Brake Pedal**

The brake pedal is the large pedal on the left with the word STOP molded into it. To slow or stop the vehicle, press the brake pedal with your right foot.

The park brake pedal is the small raised portion in the upper left corner of the brake pedal. It has the word PARK molded into it and the words PARK BRAKE marked on top of it. To set the park brake, press the brake pedal firmly and tilt the park brake portion of the pedal forward with your foot.

**WARNING:**

- The park brake will release automatically when either the accelerator or brake pedal is pressed. The park brake has multiple locking positions and should be firmly pressed and locked to prevent the vehicle from rolling.



### 12-Volt Power Point

A 12-volt power point is located in the driver's side dash pocket and is rated at 6.5 amps. When the key switch is in the ON position, the power point provides power to accessories plugged into it. The electrical circuit to the power point also powers all additional electrical accessories on the vehicle and is protected by a 10-amp fuse. Exceeding a 10-amp total draw on the circuit will result in a blown fuse.

**NOTE:** The power point circuit is disabled while the battery charger is plugged in. The power point is not for continuous use; extended use can cause the vehicle battery or batteries to become heavily discharged.

### DRIVING INSTRUCTIONS

- Only licensed drivers should be allowed to drive the vehicle.
- Before allowing anyone to drive the vehicle, make sure the driver is familiar with all controls and operating procedures.
- No more than two people should be in the vehicle at one time.
- Do not allow riders in the cargo bed.
- The vehicle is not specially equipped for handicapped persons. Be sure all persons can properly operate the vehicle prior to allowing them to drive the vehicle.
- Be sure all passengers are capable of securing themselves in a vehicle before allowing them to ride.
- For night use, the vehicle must be equipped with headlights, taillights, and reflectors.

- Stop the vehicle before shifting the Forward/Reverse handle or switch. Failure to do so can result in injury to inattentive passengers and (or) damage to the vehicle.
- Do not leave children unattended in vehicle at any time.
- To help avoid being struck, do not stand in front of or behind the vehicle.
- Operate the vehicle from the driver seat only.
- To help prevent falls from the vehicle, remain seated in a moving vehicle and hold on to hand holds or handrails at all times. Driver should keep both hands on the steering wheel when the vehicle is in motion.
- To help prevent the possibility of serious injury, keep entire body inside the vehicle.
- To help prevent overturning the vehicle, drive slowly in turns.
- To help prevent overturning the vehicle, drive slowly straight up and down slopes. Avoid driving the vehicle on slopes exceeding 20% incline.
- Avoid stopping a loaded vehicle on a hill. If a loaded vehicle must be stopped on a hill, avoid sudden starts or rolling backwards and stopping suddenly.
- Failure to heed this warning can result in overturning the vehicle.
- To help avoid possible injury to inattentive passengers and (or) damage to the vehicle, avoid sudden starts, sudden stops, and abrupt turns.
- To help avoid the possibility of losing control of or overturning the vehicle, reduce speed for adverse driving conditions such as wet grass or rough terrain.
- Do not use the vehicle on public roads. It is neither designed nor intended for street use and should not be licensed for use on public roads.
- The vehicle should be driven in only specified areas by trained drivers.
- Do not drive while under the influence of alcohol, drugs, or medications.
- Use brakes to reduce speed when coasting downhill.
- Never attempt jumps.
- This vehicle is not intended to be used where risk of falling objects exists. If your vehicle will be used in such an environment, contact your local dealer.
- Do not drive the vehicle under tree limbs, bridges, tunnels, or other objects that are less than 80 inches (203 cm) from the ground.
- Use caution when operating the vehicle with accessories attached to the bed sides. Accessories can add to the width of the vehicle, increasing the likelihood of striking nearby persons or objects, which can cause damage or personal injury.

## **LOADING AND UNLOADING**

- Engage park brake to lock wheels before loading the vehicle.
- Do not allow riders in the cargo bed.

- Do not exceed the rated capacity of the vehicle. Rated capacity is for level surfaces only.
- Overloading can affect vehicle handling or cause component failure, resulting in loss of control of vehicle and possible severe personal injury.
- Reduce vehicle load and speed when driving up or down slopes or on uneven terrain.
- Reduce speed and avoid sudden stops when backing up. Failure to do so can cause the vehicle to overturn or flip over backwards.
- Avoid stopping on a hill when loaded. If you must stop on a hill, avoid sudden starts, or rolling backwards and stopping suddenly. Failure to heed this warning can cause vehicle to overturn, possibly resulting in severe personal injury.
- Do not load the tailgate. The tailgate should be in the upright position and latched securely while the vehicle is in motion.
- To help avoid shifting the vehicle load and possibly overturning the vehicle, avoid sudden starts, sudden stops, and abrupt turns.
- The cargo's center of gravity can affect the handling, steering, and braking of the vehicle. Avoid top-heavy loads. When the vehicle is loaded, reduce speed and drive slowly in turns.
- To help prevent cargo from shifting and possibly injuring a passenger or affecting the vehicle's handling, make sure cargo is well secured.
- Unload cargo bed before raising vehicle with a lift, hoist, or jack.
- Cargo load includes the weight of optional equipment.

## **STORAGE – ELECTRIC VEHICLES**

- Turn the key switch to the OFF position, remove the key, and leave the Forward/Reverse handle or switch in the NEUTRAL position during storage. This is to prevent unintentionally starting the vehicle or a fire hazard. Place Tow/Run switch in the TOW position.
- Only trained technicians should service or repair the vehicle or battery charger.
- Anyone doing even simple repairs or service should have knowledge and experience in electrical and mechanical repair. The appropriate instructions must be used when performing maintenance, service, or accessory installation.
- Do not attempt to charge frozen batteries or batteries with bulged cases. Discard the battery. Frozen batteries can explode.