2022-2023
CRW Vehicle Driver Information

Quiz Located Here: CRW DRIVING QUIZ
1. Review this PowerPoint
2. Take the open-note/book driver quiz and score at least 80%
3. Wait for your NC 3-year driver history approval. Note: if you are licensed to drive in another state you must contact your home state DMV to obtain a 3-year driver history and submit it to corackg16@ecu.edu
4. To drive a CRW vehicle you must be clocked in as a paid CRW employee

Driving Process
Drivers should be well trained and experienced

Rest well – fatigue can affect driving and response time

Inspect the vehicle before every trip, especially the tires

Vehicle weight should never exceed 8,500 pounds

Ensure all passengers are buckled up and side mirrors adjusted

Replace old tires – check the vehicle owner’s manual for correct size

Safety is always first

Drivers
1. Check tire pressure of all tires to ensure that they are inflated to the specified level
   - Front tires: 50 psi
   - Rear tires: 80 psi

2. Perform a visual inspection of both the interior and exterior of the van
   - Check for trash
   - Check headlights/brake lights
   - Check for scratches, dents, chipped paint, etc.
• University sanctioned travel only
• No travel for entertainment purposes
  • May travel for eateries, trip-related shopping, etc.
  • May NOT park vans in residential areas of Greenville. This includes parking and packing the van at an apartment the night before.
• All drivers must be verified and approved by the CRW Associate Director of Leadership and Programs.
• Must be a paid student, faculty, or staff and on the clock.

NO TRANSPORTATION OR CONSUMPTION OF ALCOHOL OR DRUGS IN ANY UNIVERSITY VEHICLE!

Regulations for State-Owned Vehicles
• Any fines are the responsibility of the driver – includes towing charges if result of a violation, faulty lights, seatbelts, etc.
• Report all accidents immediately to proper law enforcement authorities and Campus Recreation & Wellness Supervisor
• Emergency repairs are not to exceed $250
  • Must be approved if amount is greater than that (receipts required)
Failure to adhere to departmental policies related to driving may result in sanctions that are not limited to termination of employment.

- **Allegations of Improper Behavior:**
  - Individuals that are reported by outside individuals (phone call, e-mail, letter, etc.) for improper behavior will be subject to a hearing in front of the CRW Advisory Board/Club Sport Council.

- **Factual Proof of Improper Behavior:**
  - Individuals that are reported by outside individuals with factual proof (documentation, pictures, etc.) for improper behavior will be held to a standard set forth by the CRW Risk Management Committee.
  - Individuals are **NOT** eligible to appeal the decision.
• Travel limit = 450 miles one way from ECU
• 2 approved drivers within 200 miles, 3 approved drivers more than 200 miles
• Each driver – 3 hours with 2-hour break b/w shifts
• Seat belts must be worn by all individuals
• Cell phone use by the driver is prohibited – including “hands-free” options
• No travel allowed between midnight and 5am without prior approval* EX: Winning a tournament on Sunday and having to leave later than expected
CLUB SPORTS VAN DRIVERS ONLY:

- Clock in via the Connect 2 form as soon as you turn on the key to the van. If you stop for gas, clock out while pumping/breaking, clock back in when you turn the van back on, clock out when you reach your destination. This will require multiple forms being submitted on Connect 2.
- Approve Timecards on the 1\(^{\text{st}}\) and 15\(^{\text{th}}\) of each month via Kronos.ecu.edu (Must be done on laptop or computer)
Travel is governed by:

- State of North Carolina laws
- East Carolina University
- Campus Recreation & Wellness

**The group, as well as the driver, is responsible for actions of individuals during officially sanctioned travel**
• Vans must be returned to the NRC Motor Pool by midnight on the day the club returns to campus
• Users are subject to a $25 cleaning fee if trash is not removed from the van
• Golf carts and gators are considered university vehicles and require a valid driver’s license to operate
  • You must have also completed a driving background check
• Drivers should never exceed the posted speed limit
• No more than 15 people are allowed to ride in a 15-passenger van at a time
• Lights must be on when windshield wipers are in use
• Texting and driving is prohibited
• Alcohol is responsible for 38% of highway deaths
• Speed limits (unless otherwise posted):
  • Within city limits: 35 mph
  • Outside city limits: 55 mph
    • NC law: if caught speeding over 75 mph, you may lose your license

• Point system (NC):
  • 12 points in 3 years = license revoked
    • Failure to stop for siren – 3
    • Speeding more than 55 mph – 3
    • Reckless driving – 4
    • Hit and run, property damage only – 4
    • Passing a stopped school bus loading or unloading children - 5

DMV “Fun” Facts
• Higher rollover risk with ten or more occupants
• Swerving increases rollover risk inevitability
• When parking the vehicle parallel to the curb on a level street, you must be within 18 inches of the curb while parked

***ALWAYS WEAR SEAT BELTS – NC STATE LAW***

15 Passenger Van Safety
• 15 passenger vans are not the same as automobiles – they are more difficult to drive and control, especially in adverse weather conditions
• 15 passenger vans require more time (distance) to accelerate, turn and stop
• When entering a highway, allow more room to merge into traffic
• Keep two hands on the wheel at all times
• It is never advisable to pass another vehicle in a 15 passenger van

Driving, Operation, & Handling
1. Ensure safety of all vehicle occupants
2. Move vehicle out of travel lanes
3. Contact local law enforcement and obtain an accident/incident record
4. TAKE PICTURES: Both vehicles before you move them if possible, close-up of damage
5. Notify Club Sports contact or CRW supervisor ASAP
6. Complete accident form when you return to campus

Accidents Happen
• Must stay awake at all times with the driver
• Must be the manager of all electronics
  • Cell phones, tablets, laptops, GPS, etc.
• Ensure the driver is following policies and procedures while driving

Co-Pilot Duties
• Avoid using the rear-most storage area when possible
• If you decide to remove a row of seats, please remove the front row of seats and not the back row
• In that space, you should load and secure your equipment/cargo to maintain a better center of gravity
• When all the equipment/cargo is loaded in the back of the van, weight is distributed unequally and leads to a greater probability of rollover

Center of Gravity
• Yield for all pedestrians at designated crossing areas
• Pedestrian deaths account for 14% of all traffic related fatalities
• Drivers and pedestrians alike share the responsibility of keeping themselves and others on the road safe

Pedestrian Safety
• 80% of crashes involve some form of driver distraction that reduces driving safety
• Distractions take only a few seconds to cause an accident
• Fatigue is a cognitive distraction that is extremely dangerous
• Your personality and driving experience are both factors in how easily you lose focus
• Keep your eyes on the road so you stay in your lane and improve reaction time

Distracted Driving
While most medications do not interfere with the ability to drive safely, potential side effects that can directly impair motorist’s driving ability include:

- Anxiety
- Blurred Vision
- Chest Pain
- Confusion
- Dizziness
- Disorientation
- Drowsiness
- Muscle Cramps
- Nausea
Driving in Fog

- Fog is typically densest in the mornings
- Keep headlights on low beam for maximum visibility
- Use wipers and defrosters to maintain maximum visibility
- Be patient — never pass another vehicle during foggy conditions

Driving in Winter Weather

- Reduce speed — stopping will take longer due to slippery road conditions
- Brake gently to avoid skidding
- Bridges and overpasses are the first to freeze and become icy
- Potential for hazardous weather will require approval before leaving
- Contact your Primary contact in cases of severe weather

Weather Hazards
The spare tire is located in the rear undercarriage of the van

Safety Tips:

- Get as far away from the road as possible - preferably a parking lot or rest area
- Clearly mark that there’s an emergency by activating hazard lights
- Make sure you have solid, flat ground for the jack
- Be aware of your surroundings at all times

Changing A Spare Tire
<table>
<thead>
<tr>
<th>Pick-Up</th>
<th>Drop-Off</th>
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<tbody>
<tr>
<td>• Van packets may be obtained, when they are ready. Please review Engage for comments on Travel forms.</td>
<td>• Park inside the NRC Motor Pool in a designated parking space</td>
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<tr>
<td>• Vehicles may be picked up at the NRC Motor Pool</td>
<td>• Clean out van of all trash and personal items</td>
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<td>• Return van pack by noon the following day</td>
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<td>• Vans must have at least ¼ tank of gas</td>
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<tr>
<td></td>
<td>• Vehicles must be in the NRC Motor Pool by midnight the day of return</td>
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*May not apply to everyone

Vehicle Pick-Up/Drop-Off – Club Sports
Each van pack includes:

- Two sets of keys for vehicle
- Key for NRC Gate/Motor Pool
- ECU Vehicle Insurance Card
- Wex Gas Card – User ID 6387
- Emergency Contacts
• Works like a credit card
• Good at almost any gas station (see card holder)
• PIN number is located on gas card holder
• Enter mileage when prompted
• Return **ALL** receipts with van pack

**Wex Card**
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Questions? Email corackg16@ecu.edu!