



**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](mailto:corackg16@ecu.edu)
4. To drive a CRW vehicle you must be clocked in as a paid CRW employee

# Driving Process

---

- D** Drivers should be well trained and experienced
- R** Rest well – fatigue can affect driving and response time
- I** Inspect the vehicle before every trip, especially the tires
- V** Vehicle weight should never exceed 8,500 pounds
- E** Ensure all passengers are buckled up and side mirrors adjusted
- R** Replace old tires – check the vehicle owner’s manual for correct size
- S** 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.

# Before You Leave

---

- 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)

## Regulations for State-Owned Vehicles

---

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

# **Policies & Procedures**

---

- 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**

# Policies & Procedures

---



## **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<sup>st</sup> and 15<sup>th</sup> of each month via Kronos.ecu.edu (Must be done on laptop or computer)

# **Policies & Procedures**

---

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\*\***

# Policies & Procedures

---

- 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

## Policies & Procedures

---

- 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

## **Policies & Procedures**

---

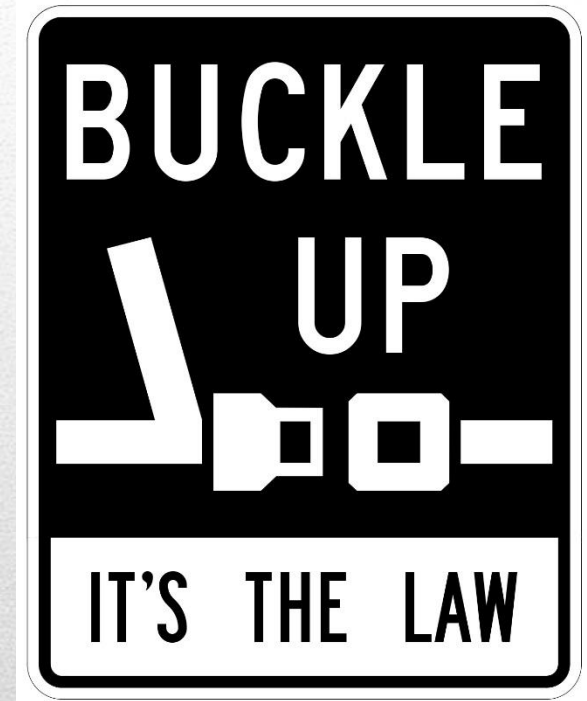
- Texting and driving is prohibited
- Alcohol is responsible for 38% of highway deaths
- Speed limits (unless otherwise posted):
  - Within city limits: 35 mph
  - Outside city limits: 55 mph
    - NC law: if caught speeding over 75 mph, you may lose your license
- Point system (NC):
  - 12 points in 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 second 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



# Medications & Driving

---

## 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

---

## Pick-Up

---

- Van packets may be obtained, when they are ready. Please review Engage for comments on Travel forms.
- Vehicles may be picked up at the NRC Motor Pool

\*May not apply to everyone

## Drop-Off

---

- Park inside the NRC Motor Pool in a designated parking space
- Clean out van of all trash and personal items
- Return van pack by noon the following day
- Vans must have at least ¼ tank of gas
- Vehicles must be in the NRC Motor Pool by midnight the day of return

# 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

# Van Packets

---

- 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

---

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.

## When You Return

---



Questions? Email [corackg16@ecu.edu](mailto:corackg16@ecu.edu)!

---