

Welcome to Fleet Services Basic Driver Training

As of October 2010, current and new Fleet members logging into the Fleet Services administrative page to reserve vehicles and access Fleet's on-line system will be required to complete a short on-line Fleet Services Basic Driver Training.

Fleet Services Basic Driver training provides important information regarding University and State requirements for use of state vehicles as well as safe driving tips. The training consists of 13 pages. Upon completion of the training, you may log in to the administrative page.

Thank you.

Fleet Services Basic Driver Training

Welcome to Fleet Services Basic Driver Training. The following pages include a driver acknowledgement of University and Washington State basic driver requirements and a review of the following safe driving topics:

- Safe Driving Tips from the Washington State Patrol
- Safe Driving on Campus
- Seat Belt Safety
- Securing the Load: Tie Down Nets
- Seasonal Driving Recommendations

Driver Acknowledgment, Page 1

- I verify I have a valid driver's license and a minimum of 2 years driving experience.**
 - If you have a valid driver's license and a minimum of 2 years driving experience, please agree below and continue with the training.
- I do NOT have a valid driver's license or a minimum of 2 years driving experience.
 - Washington State Office of Financial Management requires a valid driver's license and a minimum of 2 years driving experience to drive state vehicles. If you do NOT have a valid driver's license or a minimum of 2 years driving experience you may not drive a Fleet Services vehicle. See <http://www.ofm.wa.gov/policy/12.30.htm#12.30.10> for more information.
- I will access [Chapter 12 Transportation of the State Administrative and Accounting Manual \(SAAM\)](#) to review all other policies, as needed, pertaining to the authorized, safe, and efficient operation of vehicles used on official state business.

**Applicable only to DRIVERS of Fleet vehicles

Driver Agreement, Page 2

- I acknowledge Fleet Services vehicles will be used for Official University purposes only.
- I acknowledge I will be held personally liable for any collision, liability, property damage, and personal injury costs when driving a Fleet Services vehicle out of the scope of the authorized driver's official duties and/or when transporting unauthorized passengers.
- I have read the [Fleet Services Program Policy Manual for Drivers](#).
- If I turn over the keys of a Fleet Services vehicle to another driver, I will verify the driver has read the Fleet Services Program Policy Manual for Drivers and completed Fleet Services Basic Driver Training.
- I will complete [Fleet Services Van Training](#) prior to driving a 12-passenger, cargo or carry-all van.
- If I turn over the keys of a 12-passenger, cargo or carry-all van to another individual, I will verify the driver has completed Fleet Services Van Training.

I am personally responsible for the following:

- Impound fees
- Parking citations
- Moving violations
- Vehicle repairs or other costs resulting from authorized driver negligence and or misuse of vehicle
- Out of pocket charges for vehicle service caused by the negligence of the driver (delivery of fuel, retrieved keys from a locked vehicle, etc)
- Purchase of unauthorized mid-grade or premium fuel
- Charges resulting from the misuse of a gasoline credit card

Reservation Coordinator Agreement- Applicable for individuals who are making reservations for other individuals

- I acknowledge Fleet Services vehicles will be used for Official University purposes only.
- I have read the [Fleet Services Program Policy Manual for Drivers](#).
- If I make a reservation for another individual, I will ensure the driver has read the Fleet Services Program Policy Manual for Drivers and completed Fleet Services Basic Driver Training.
- If I make a reservation for a 12-passenger, cargo or carry-all van for another individual, I will ensure the driver has completed Fleet Services Van Training.

Safe Driving Tips from the Washington State Patrol, Page 3

Introduction

Society is moving at a faster pace now more than ever. It is possible the increased value of time is causing us to be much more aggressive on the road, especially during commuting hours. Some drivers only see the traffic ahead of them as an obstacle to overcome at any cost. When we couple this with society's becoming accustomed to instantaneous communications, the problem becomes more pronounced. Whatever the reasons may be, this attitude can place those who share the roadway in jeopardy.

Safe Driving Tips from the Washington State Patrol, Page 4

According to the National Highway Traffic Safety Administration, the definitions of aggressive driving and road rage are as follows:

Aggressive Driving

The commission of two or more moving violations that is likely to endanger other persons or property, or any single intentional violation that requires a defensive reaction of another driver.

Road Rage

An assault with a motor vehicle or other dangerous weapon by the operator or passenger(s) of one motor vehicle on the operator or passenger(s) of another motor vehicle caused by an incident that occurred on a roadway.

Aggressive Driving & Road Rage Symptoms

- Mentally condemning or thought of violence toward other drivers.
- Verbally expressing condemnation of other drivers to passengers in your vehicle.
- Not obeying traffic safety rules because you don't agree with them.
- Engage in aggressive and risky driving:
 - Following too close.
 - Speeding.
 - Weaving in and out of traffic.
 - Speeding up to beat a traffic light.
 - Cutting between vehicles to change lanes.
 - Using the horn excessively.
 - Flashing headlights excessively at oncoming traffic.
 - Braking to get others to back off your bumper.
 - Passing another driver, then slowing to teach them a lesson.

Are You an Aggressive Driver?

What about your own driving? Take a minute to evaluate yourself to see if you may have developed some habits that could be adding to the aggressive driving atmosphere.

Safe Driving Tips from the Washington State Patrol, Page 5

Safety Tips

- Allow plenty of time for the trip, listen to soothing music, improve the comfort in your vehicle, and understand that you cannot control the traffic, only your reaction to it. In the end, we may very well discover that personal frustration, anger, and impatience may be the most dangerous “drugs” on the highway.
- Be polite and courteous, even if the other driver is not. Avoid all conflict if possible. If another driver challenges you, take a deep breath and move out of the way. Never underestimate the other driver’s capacity for mayhem.
- When entering traffic or changing lanes, make sure that you have enough room.
- Make sure you have established a safe following distance between your vehicle and the one in front of you. For more information, see the Driving safety and accidents page on the DOL Web Site.
- Don’t make aggressive hand gestures to the other drivers when they offend you with their driving.
- Signal when turning or changing lanes.
- Control your anger; remember it takes two to start a fight.
- Avoid prolonged eye contact with the bad or angry driver.
- Get help. Call police on your cell phone or go to a public telephone or place. Don’t pull to the side of the road.
- Forget about winning. No one wins in a highway crash.
- Put yourself in the other driver’s shoes. They may be driving that way because of an actual emergency!

What the State Patrol Is Doing, Page 6

WSP’s Aggressive Driving Apprehension Team (ADAT) program is a proactive effort to locate and arrest those drivers who drive aggressively. The ADAT program uses unmarked/unconventional police vehicles equipped with mobile video cameras to detect and apprehend aggressive drivers, which is one of the Field Operations Bureau’s four Core Missions:

- Reduce DUI’s
- Reduce incidents of aggressive driving
- Reduce incidents of dangerous speeding

- Increase seat belt compliance

The Commercial Vehicle Division (CVD) also uses unmarked patrol vehicles to combat aggressively driven commercial vehicles and cars driving dangerously around commercial vehicles.

The Washington State Patrol also receives reports from citizens every day and takes these reports very seriously. The WSP relies on citizen input to place our ADAT vehicles and establish where we place our emphasis patrols. In order to continue to do this, the WSP has established an online form and e-mail to Report Aggressive Driving. By doing this, we are making it easier for citizens to provide direct input to WSP about the areas they feel aggressive drivers are endangering the roadways. The State Patrol will take the direct input and use it to place our vehicles in areas where they will be most effective and increase our ability to catch aggressive drivers in Washington

What You Can Do, Page 7

Aggressive driving has become a serious public safety threat across the nation. Throughout the United States, law enforcement administrators, traffic safety experts, public health officials, mayors, legislators, and governors are being enlisted to help find a solution. Yet experience has shown that significant steps to improve traffic safety in this nation are made when citizens act.

Reporting an Aggressive Driver to the Police

If you have witnessed or been a victim of one aggressive driving act, please call 911 or the [Washington State Patrol](#) and provide the following information that is needed by law enforcement:

- The location that you last saw the vehicle.
- Direction of travel (toward where).
- What road or highway.
- Color/colors of the vehicles.
- Were weapons involved?
- What happened?
- Are you a victim or a witness?

Safe Driving on Campus, Page 8

Fleet Services vehicles are a reflection of the University, therefore; our vehicles should be driven in a way that represents the UW in a positive and safe manner. For our drivers this means extending that extra courtesy to other vehicles and pedestrians, following the rules of the road, and most importantly being safe.

Per Elena Fox from U-Pass ... “When you take the wheel on or near campus, you owe it to yourself to raise your level of vigilance. Do everything a little more deliberately. Recognize certain „hot spots“ that should make you sit up straight, face front, turn down the radio, put animated conversation on hold, and expect the unexpected. Such high-risk zones include:

- Most of Stevens Way (the street has 41 crosswalks in just over 1 mile!)
- Intersections with the Burke Gilman Trail
- Any place where buses stop to pick up and drop off passengers

You’ve accepted responsibility for safely directing the course of a 3000 lb vehicle—take the time to Look Up!”

We all know what it’s like to drive on campus once a class lets out. There are many pedestrians on the sidewalks and roads and we need to keep in mind that this campus is meant for pedestrians, not vehicles. Slow down and always give the pedestrian the right-of-way. Vehicles must remain on paved roads and paths and absolutely avoid taking short cuts through grass, gravel, and other inappropriate driving areas. Drivers must operate equipment at a safe speed for roadway conditions. A good “rule of thumb” is to drive at a fast walking pace.

Fleet Services offers resources to keep our drivers safe. We also have two safe driving videos available for check out as well as an online video from the Washington State. Please visit the Fleet Services web site to access these resources.

While we hope to have as few accidents as possible, the reality is that with over 600 vehicles in the Fleet Services, accidents are bound to happen. Fortunately the incidents that occur are generally small and can usually be prevented by slowing down and double checking your surroundings before backing up. As accidents do occur, it is important for Fleet Services to keep track of these incidents. All incidents, no matter how minor must be reported to Fleet Services. An SF 137 form must be filled out within 24 hours of the incident. These forms should be in the glove box of all Fleet Service vehicles or may be downloaded from our web page.

Seat Belt Safety, Page 9

On May 20, 2002, Washington Legislature passed a bill making our state’s seat belt law a primary offense. As a result, a motorist can be pulled over and ticketed for not wearing a seat belt.

The Washington Traffic Safety Commission has more information regarding this new legislation and its impact on drivers:

- Air bags do not take the place of seat belts - a deploying air bag can cause a fatality if the occupant is not belted
- People who are belted have a greater survival rate in collisions - a belted person has a 70% greater chance of surviving a crash vs. a non-belted person

- Collisions are the leading cause of death for children age 4-14 and in 2000, more than half of all children killed in crashes in the U.S. were completely unrestrained.

Fleet Services, in compliance with state law requires that:

- The driver and all passengers wear their seat belts at all times - it is the driver's responsibility to ensure compliance with this guideline
- A seat belt be available for all passengers - the number of passengers in a vehicle must not exceed the number of available seat belts

Securing the Load: Tie down Nets, Page 10

Tying down loads is the law and prevents serious incidents caused from loose debris.

All of Fleet Services short term rental and UCAR pick-up trucks have tie down straps located behind the driver's seat. Tie down nets will be provided for long term pick-up trucks by request. Stop by the shop or call 685-1564 for more information.

Securing the Load Brochure from the Washington State Department of Ecology:
<http://www.ecy.wa.gov/pubs/0507028>

Seasonal Driving Recommendations, Page 11

Before you start...

- Check the weather forecast and postpone your trip if necessary.
 - Please contact Fleet Services if you will be cancelling your reservation as to not incur a no-show fee.
- Make sure your car is well maintained:
 - Wipers in good condition.
 - Fluid levels full.
 - Tires properly inflated and worn tires replaced.
- Do not drive when you are tired.

Summer Driving, Page 12

According to the National Safety Council, more motor vehicle injuries and fatalities occur during summer than any other season. Leading causes include:

- high speeds
- impaired or careless driving
- not using safety belts

In 1998 an estimated 42,500 people died and 2.3 million were injured in motor vehicle crashes. Fatal crashes reached their highest level in August with 4,140 deaths.

The National Safety Council offers the following tips to keep summer trips safe and fun. This information is also available from the Fleet Services Rental Office.

1. Drive at the speed limit. Speeding is a factor in about a third of all vehicle crash fatalities.
2. Prepare your vehicle for the road. Clean headlights, taillights, signal lights, and windows once a week, if not more.
3. If your vehicle breaks down on the highway, pull off the road as far as possible. Warn approaching traffic at once by setting flares or reflecting triangles near your vehicle and 100 feet behind it. Stay off the roadway and get passengers away from the vehicle.
4. **DON'T DRINK AND DRIVE.** Almost half of all fatal vehicle crashes involve alcohol. Open alcohol containers are illegal and not permitted in University vehicles.
5. For longer trips, allow enough travel time for frequent breaks for rest, snacks, and exercise. Drowsiness can reduce reaction time almost as much as drinking. If you're too tired to drive, stop and rest. Danger signs of fatigue include eye strain, blurred vision, head dropping, yawning, swaying out of the lane, or an urge to close your eyes.
6. Drive defensively. Be alert. If you notice that a car is straddling the center lines, weaving, making wide turns, stopping abruptly or responding slowly to traffic signals, the driver may be impaired. Avoid an impaired driver ahead by slowing down to increase the following distance. If the impaired driver is behind, turn right at the nearest corner. Notify the police after seeing a motorist who is driving suspiciously.
7. Follow the rules of the road. Don't contest the "right of way" or try to race another car while trying to merge in to another lane. Be respectful of other motorists.

Winter Driving, Page 13

Fleet Services provides some equipment to assist in winter driving. This equipment includes tire chains and ice scrapers. The Fleet Services installs "all-season" tires on its vehicles for additional safety.

In addition to equipment provided by the Fleet Services, the following operating recommendations should be followed:

- Reduce winter driving stress by leaving earlier and giving yourself more time.
- Reduce risk of skidding by looking ahead and slowing even more for turns and stops.
- Allow 3-5 times the normal braking distance to come to a full stop on snow or ice.
- A.B.S. brakes reduce tire skid when braking, but on ice, snow, gravel, soft surfaces, etc., braking distances can be longer than with conventional brakes.
- Listen to weather forecasts on radio and TV.

Rain Hazards

- Stay out of puddles. They can hide potholes and flood your brakes.

- If your brakes get flooded, dry them by driving with the brake pedal down until they start working again.
- If spray from an oncoming vehicle blinds you, grip the wheel firmly, stay off the brake, and be ready to brake when the view clears.

Slippery Roads (wet or icy)

- Stay below posted speed limits.
- To avoid hydroplaning on wet roads, try to drive in the tracks of the car in front of you.
- Avoid braking heavily.
- Watch for icy patches on bridges and in the shade.
- If you skid, take your foot off the gas and turn in the direction you want the car to go. Do not use the brake.

Poor Visibility

- Reduce your speed so you can stop in whatever distance you can see ahead.
 - Use your flashers if you are going slow.
 - Pull over if it is dangerous to drive.
- Remember to use your wipers.
- Use low-beams when visibility is a problem, both day and night.
- Wear sunglasses when there is glare from snow.
- If snow or ice builds up on your windshield, stop and clean it off.