

## Student Driving Training Guide

Reviewed 10/25/22

1. A passenger list is required (first and last names legibly written) before you pick up the vehicle keys at Security for club/departments trips.
2. Pre-trip inspection: Check that all the tires are inflated. All mirrors, lights, vehicle body are free of damage. Note any damage that you find on your trip ticket and report to Security prior to moving the vehicle.
3. Proper adjustment of seat and mirrors. Fill out the beginning mileage on your trip ticket.
4. Backing up with a large vehicle: Check all blind spots, look behind vehicle prior to getting in and check for any obstructions. If possible use a spotter in the back seat and the reverse cameras in the newer vehicles.
5. Turning radius: 12-passenger vans are much longer than most vehicles and special caution is needed to be used when turning a larger vehicle. This is very critical when operating the vehicle in tight areas, such as parking lots and gas stations.
6. Passenger behavior: The driver of the vehicle is responsible for ensuring that all passengers wear their seatbelts at all times while the vehicle is moving. The driver also needs to keep the passengers from becoming a distraction or hindrance during the trip.
7. Radical maneuvers: The larger the vehicle and the heavier the load and the less forgiving the vehicle is going to be when you attempt to make quick adjustments while moving. Always attempt to make smooth turns and begin breaking early enough to slow down or stop safely. Should you drop a wheel off of the side of the pavement, remember to take your foot off the gas, let the vehicle slow down on its own and then carefully steer the tires back onto the pavement.
8. Speeding: Follow all posted speed limits when driving fleet vehicles. Always practice courteous driving while on the road. Remember that Beloit College is written on the outside of the vehicle and we are only a cell phone call away if someone wishes to complain about your driving.
9. Distribution of loads: Always distribute your passengers, or any cargo, as evenly as possible to help ensure that the vehicle will maneuver as smoothly as possible during your trip.

<p><b>10. Parking garages/ramps: Our 12-passenger vans are not to be taken into parking garages...NO EXCEPTIONS.</b></p>
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11. Never use a cell phone while you are operating a fleet vehicle.
12. Post-trip duties: It is the responsibility of the driver to fill the vehicle's gas tank if the tank is under 3/4 of a tank of gasoline. The driver is also responsible to log the ending mileage on the trip ticket and to do a post-trip inspection after parking the vehicle in a fleet vehicle parking stall. The driver is expected to log and report any damage that may have occurred to the vehicle during the trip.
13. Please be aware that all college vehicles have GPS tracking hardware in them. That means that the vehicle can be tracked and the data monitored. You are to remain within 10 mph of the posted speed limit at all times and avoid any hard acceleration or braking. If repeated or excessive violations are registered in the system, your driving privileges may be suspended.

## Beloit College Vehicle Trip Ticket

Vehicle: _____	Date: _____
Dept.: _____	Acct #: _____

Driver's Name: _____
Destination: _____

Starting Mileage: _____	Time Returned: _____
Ending Mileage: _____	Date Returned: _____
Total Mileage: _____	

EXAMPLE

**I have read and agree to the terms listed on back:**  
*[Your signature is mandatory prior to departure.]*

Signature: \_\_\_\_\_

Passenger list is a must before vehicle keys are issued.

**MECHANICAL PROBLEM OR NEW DAMAGE REPORTED:**  
 [Use this space for comments.]

**Office Use Only:**

Reservation Fee:	\$ _____
Mileage Fee:	\$ _____
	\$ _____
	\$ _____
	\$ _____
<b>TOTAL:</b>	<b>\$ _____</b>

No phone use or iPod use is permitted.

- Upon return of this vehicle, did you:**
- ☐ Refill the gas tank?
  - ☐ Check for new damage? Notify Security if any is found?
  - ☐ Notify Security of any mechanical problem?
  - ☐ Park the vehicle in the appropriate stall?
  - ☐ Return this Trip Ticket, keys (with credit card pouch), and gas receipt(s)?