

## **DIVISION OF GEOLOGICAL AND PLANETARY SCIENCES**

### **FIELD VEHICLE USE POLICY**

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The Geology Division owns and maintains a fleet of vehicles. These vehicles may be used only for official Geology business. The following categories of users are permitted to operate Geology vehicles subject to prior authorization and driver test: faculty, staff, registered students, registered volunteers, and authorized division guests. Request for permission for these guests must be presented in writing to the Division Administrator or Chairman. Vehicle users are subject to the following conditions and restrictions:

1. Users must be 18 years of age or older.
2. Users must have a valid driver's license of the proper class for the type of vehicle they will be operating.
3. Vehicle use is restricted to the individual checking out the vehicle.
4. Students who are on official field study may be authorized to use Geology vehicles through request from the principal investigator or the teaching assistant with authorization by appropriate department administrators.
5. Registered volunteers and special division guests must have the written permission of the Division Administrator or Chairman.
6. Undergraduate students must have a DMV driving record check – Motor Vehicle Record (MVR) – completed by the Institute Security Office each year they plan to use a division vehicle. The user shall not have had:
  - Three or more moving violations in the past 18 months.
  - Any suspension of license in the past three years.
  - Any conviction of driving under the influence in the past five years.
  - Two or more accidents in a division-owned vehicle.
7. Division vehicles shall not be used for transportation between personal residences and the Institute or other work locations.
8. When operating a division vehicle on business, the transporting of family members, hitchhikers, friends not employed or registered as students/volunteers by the Institute, or any other person not on official Geology business is prohibited.
9. Users must immediately upon return report unsafe conditions or hazards in vehicles to the Sr. Materiel Handler.
10. If involved in an accident and injuries are involved, users must report the accident to the local police department or highway patrol, and complete the accident form found in the vehicle log book and return this form to the Sr. Materiel Handler in room 170a Arms.
11. The operator of the division vehicle is responsible for payment of any traffic citations incurred during the time the operator is responsible for the vehicle. No individual with unresolved citations will be allowed access to Division-owned vehicles.

Individuals checking out division-owned vehicles are required to sign a Division Vehicle Request form. Individuals must have an authorized division or department account number to which the use of the vehicle will be charged. Charging of vehicles to student and employee accounts is not authorized. All drivers must be checked out prior to driving a Division vehicle.

The use of employee-owned vehicles on official Division business, on a reimbursable basis, is acceptable. Drivers using their personal vehicles an official Institute business must have their own auto insurance.

## **PROCEDURES FOR USE OF DIVISION FLEET VEHICLES**

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The Division of Geological and Planetary Sciences maintains a fleet of nine specially equipped vehicles for the exclusive use of its faculty, students and staff for educational, research or professional activities. Attachment I is a list of all the vehicles in the Division fleet at this time. The use of these vehicles is encouraged under the guidelines set forth in this writing.

### **Who Can Request GPS Vehicles:**

Only members of the Division may use fleet vehicles on Institute business. Those wishing to drive the vehicles must take a certification test given by the Sr. Materiel Handler. Vehicle reservations are normally prioritized in this way:

1. Geology field classes
2. Faculty research (faculty member is present on trip)
3. Meetings and conferences
4. Graduate student research charged to a grant or contract (students will be given priority use of the two-seater trucks for field work)
5. Graduate student research charged to the student's personal account.
6. In keeping with the institute policy for undergraduates driving an institute vehicle, a DMV check will be run prior of authorization for any students under 21 years of age.
7. Institute regulations prohibit the use of Division vehicles for personal business.

### **Reserving a Vehicle:**

Requests for vehicles can be made by filling out a "Division Vehicle Request" form available in Room 170a Arms. (A copy of the Division Vehicle request Form is shown in Attachment II.) All written requests should include the name of the faculty sponsor of the trip, a phone number, the trip purpose and destination, special equipment needed, and the POETA to be charged for costs associated with the use of the vehicles.

Individuals interested in reserving a vehicle should check the Master List inside room 170a to see if a vehicle is available on the date desired prior to completing a request form. Because of ever changing needs in GPS, the board posted outside Room 170a might not be up to date. Normally, there are enough vehicles to accommodate the desired activities for a given period. If conflicts arise, requests are accepted first by priority according to the above list, and then by the date of the request. The earliest request will normally receive a confirmed reservation. Schedule a conflict occurring over given period which cannot be resolved in this way should be resolved between the faculty members scheduling activities for the period.

### **Driver Certification:**

Because of the requirements for vehicle operation on rugged terrain, individuals who wish to use the Division fleet must demonstrate an ability to handle these cars, most of which are vans and 4-wheel drive trucks. The Sr. Materiel Handler, or his designated alternate, is required to administer a brief “hands on” driving test at a time and date agreeable to both the new driver and Sr. Materiel Handler and prior to the time of the designated field trip. Driver certification is mandated by Institute insurance regulations to ensure the safety of the driver and all passengers using Division vehicles.

At the start of each term, faculty and teaching assistants responsible for field classes should identify students who will be driving on field excursions and give this list to the Sr. Materiel Handler. This will allow the Sr. Materiel Handler to schedule all of the students who are not certified for testing at a convenient time rather than at the last minute just prior to the trip. Undergrads who are less than 21 years of age must supply license information to the Sr. Materiel Handler so that a DMV check can be run at least a week prior to the scheduled trip.

### **Staging of Vehicles:**

The Division vehicle fleet is parked in the California Blvd. parking structure located beneath the baseball field. Prior to staging for departure on a field excursion, the TA or faculty member can pick up the keys for the vehicle(s) and move them from the parking structure to the vehicle staging area. Division vehicles are staged for departure in the straight section of driveway located on the south side of the Arms Building. (Note: if several vehicles are involved, the Sr. Materiel Handler may assist in the moving of vehicles from the parking lot to the drive south of Arms Laboratory.) Overnight parking is not allowed in the driveway. Vehicles may be parked in the lot across the street from Arms after working hours but must be moved in the morning.

### **Credit Cards:**

At departure, vehicle keys along with a field supply room key (all equipment is to be cleaned and put away immediately upon return), and gasoline credit cards are issued to the certified driver of each vehicle. The cards and keys are coded to each vehicle and should not be used to purchase gasoline of other vehicles. Drivers should clearly sign for all purchases and keep all signed receipts for gasoline and other services in the credit card pouch.

### **Vehicle Log Book:**

Prior to the start of the trip, the driver should also fill in the general information about the trip and the starting mileage on the trip ticket in the vehicle log book. The log book will be given to the driver along with the credit cards and keys. The trip ticket provides the Sr. Materiel Handler and the mechanics with information about the trip which assists in billing for vehicle use and troubleshooting problems with the vehicle.

Any problems with vehicle performance encountered during the trip should be recorded on the trip ticket. Repairs are made from information logged on the trip ticket.

### **Field Equipment:**

Each vehicle is released to the certified driver with a fully stocked first-aid kit and auto tool kit located in the vehicle. If items are lost from the tool kit during the trip or if the first aid kit is used, the driver should also note this in the forms that are in the first aid kit and tool box so that the kits can be restocked. These sheets are to be left in the boxes and will be collected by the Sr. Materiel Handler. Other field equipment and camp gear are stored in Room 074 Arms, just inside the double doors to the loading area on the southeast side of the building. Any field equipment to be taken on the trip can be moved easily by trip participants from this convenient location to the vehicle staging site. Ask for a key to the field supply room when you pick up the credit cards and keys. Research field equipment is stored in the cage. Please check with the Sr. Materiel Handler.

### **Returning a Vehicle:**

After the completion of a trip, the vehicle should be returned to the Arms staging site where all field equipment and camp gear are unloaded and returned to Room 074 Arms by trip participants. Once the vehicle has been emptied, it should be refueled and returned to the top level of the California Blvd. parking structure. Rear seats and other items removed from the vehicle for the trip should be returned to the vehicle. The Sr. Materiel Handler will wash and vacuum out the vehicles on a weekly basis, as needed. Keys, credits cards, fuel receipts, and the completed trip / mileage card should be returned to the Sr. Materiel Handler in Room 170a Arms. After office hours, keys, credit cards, receipts, and trip tickets may be returned via the locked boxes inside Room 170 Arms.

### **Insurance and Emergency Information:**

Caltech provides its own insurance coverage for vehicles in the Geology Division vehicle fleet. Certificated of the Insurance are included in a vehicle packet which can be found in the glove compartment of each vehicle. New drivers should familiarize themselves with this information. If a vehicle is involved in an accident, the following procedures should be followed:

1. Required information in the event of an accident is posted on the vehicle dashboard.
2. Aid anyone who might be injured.
3. Do not automatically admit fault. (This is a matter to be determined by the proper authorities after review of all of the facts.)
4. Identify yourself and show your driver's license and registration card to the driver of the other vehicle. Obtain the same information from the other driver.
5. Notify local law enforcement authorities or the Highway Patrol.

6. Fill out an accident report at the scene of the accident, if possible, (see Attachment III). Return it to the Division Administrator. The Administrator will see that copies are provided to the Insurance Office. Call the Institute Insurance Office at (626) 395-6878 as soon as possible.
7. Emergency telephone contact to Caltech Security is located on the dash board of each vehicle.

**CALIFORNIA INSTITUTE OF TECHNOLOGY**  
**Division of Geological & Planetary Sciences**

**Vehicle Fleet Description**

<b>Vehicle #</b>	<b>Description</b>	<b>Passengers</b>	<b>Other Equipment</b>
222	2001 Ford Excursion	3 to 5	4 WD, A/C, Camper Shell
228	1997 Ford Crew Cab	2 to 6	4 WD,A/C, Winch, Hitch, Camper Shell
1531	2007 Ford Expedition EL	2 to 9	4WD, A/C
1532	2007 Ford Expedition EL	2 to 9	4WD, A/C
1533	2007 Ford Expedition EL	2 to 9	4WD, A/C
1534	2007 Ford Expedition El	2 to 9	4WD, A/C

**CALIFORNIA INSTITUTE OF TECHNOLOGY**  
**Division of Geological and Planetary Sciences**

**DRIVER CERTIFICATION FORM**

\_\_\_\_\_ has completed a road test and examination to demonstrate his/her ability to operate Division vehicles. Based on these evaluations, the Division certifies this driver eligible to operate the following.

UTILITY VEHICLES \_\_\_\_\_ PICKUP TRUCKS \_\_\_\_\_ VANS \_\_\_\_\_

- |                                  |       |
|----------------------------------|-------|
| 1. Vehicle familiarization       | _____ |
| 2. Seat belts/safety features    | _____ |
| 3. Changing tires                | _____ |
| 4. Accident/emergency procedures | _____ |
| 5. Special equipment             | _____ |
| 6. Automatic/standard shift      | _____ |
| 7. Two/four wheel operation      | _____ |
| 8. Off road procedures           | _____ |

This driver recognizes the responsibility for safe and proper operation of all Division vehicles assigned. The driver will also comply with all rules and laws of this Institute, and the State of California. All trash is to be removed from the vehicle by the driver. All trip documentation must be filled out completely. The vehicle will be washed and refueled by the part-time field assistant.

NAME \_\_\_\_\_ DIVISION \_\_\_\_\_

DRIVER'S LICENSE NUMBER \_\_\_\_\_ STATE ISSUING \_\_\_\_\_

GPS EXAMINER \_\_\_\_\_ DATE EXAMINED \_\_\_\_\_

**California Institute of Technology  
Geological and Planetary Sciences  
DIVISION VEHICLE REQUEST FORM**

Requester's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_ Date of Request \_\_\_\_\_

Special, Equipment needed (which, tow rope, etc.) \_\_\_\_\_  
\_\_\_\_\_

Destination and Purpose of Trip (Please Include Class Number)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_

Account to be charged \_\_\_\_\_

Division Vehicle's Assigned \_\_\_\_\_

Requester and Vehicle Drivers: \_\_\_\_\_

Please read the following paragraph carefully and signify your acceptance by signing below:

Your signatures indicate that you agree that the information on this form is correct, and that you have a valid driver's license, that you have been certified by the Division of Geological and Planetary Sciences to drive the Institute vehicle, and that you understand and promise to adhere to all of the policies of the Division and the Institute regarding vehicle use, and the laws of the State of California. You also understand that failure to abide by these procedures and requirements can result in your account being charged for damages to persons and property and may result in loss of your privilege of future use of vehicles. Vehicles are to be used on Institute business only. Personal use is NOT allowed.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature of Faculty Sponsor

Division of Geological Planetary Sciences

**SAMPLE TRIP MILEAGE CARD**

Date:

CIT Vehicle No.:

Driver:

Purpose of Trip and Class No.:

Mileage on Odometer

Starting:

Ending:

Comment/Service Request:

Mechanics Noted Comments:

Date:

# APCORP. AUTOMOBILE LOSS NOTICE

DATE (MM/DD/YY)

PRODUCER		PRODUCER PHONE (A.C. no., ext.)	MISCELLANEOUS INFORMATION (S 19 & 19-19-19 Code)	
COMPANY		POLICY NUMBER	CAT. #	
CODE	SUB CODE	POLICY EFF. DATE (MM/DD/YY)	POLICY EXP. DATE (MM/DD/YY)	DATE (MM/DD/YY) & TIME OF LOSS
				PREVIOUSLY REPORTED
				A.M. YES
				P.M. NO

INSURED NAME & ADDRESS	INSURED'S RESIDENCE PHONE (A.C. no.)	INSURED'S BUSINESS PHONE (A.C. no., ext.)
PERSON TO CONTACT	WHERE TO CONTACT	
	WHEN?	
CONTACT'S RESIDENCE PHONE (A.C. no.)	CONTACT'S BUSINESS PHONE (A.C. no., ext.)	

LOSS LOCATION OF ACCIDENT (including city & state)	AUTHORITY CONTACTED & REPORT NO.	VIOLATIONS/CITATIONS
DESCRIPTION OF ACCIDENT (Use reverse side, if necessary)		

POLICY INFORMATION					
BODILY INJURY	PROPERTY DAMAGE	SINGLE LIMIT	MED. PAY	OTC DED.	OTHER COVERAGE & DEDUCTIBLES (Use reverse side, if necessary)
LOSS PAYEE				COLLISION DED.	

INSURED VEHICLE					
VEH. NO. YEAR, MAKE, MODEL	V.I.N. (Vehicle Identification)			PLATE NO.	
OWNER'S NAME & ADDRESS				PHONE (A.C. no., ext.)	
DRIVER'S NAME & ADDRESS (Check if same as owner)			RESIDENCE PHONE (A.C. no.) BUSINESS PHONE (A.C. no., ext.)		
RELATION TO INSURED (Employee, family, etc.)	DATE OF BIRTH	DRIVER'S LICENSE NUMBER	PURPOSE OF USE	USED WITH PERMISSION? YES NO	
DESCRIBE DAMAGE	ESTIMATE AMOUNT	WHERE CAN VEHICLE BE SEEN?	WHEN?	OTHER INSURANCE ON VEHICLE	

PROPERTY DAMAGED					
DESCRIBE PROPERTY (if auto, year, make, model, state no.)		OTHER VEH/PROP. DIST COMPANY OR AGENCY NAME & POLICY NO.			
		YES NO			
OWNER'S NAME & ADDRESS			BUSINESS PHONE (A.C. no., ext.)		RESIDENCE PHONE (A.C. no.)
OTHER DRIVER'S NAME & ADDRESS (Check if same as owner)			BUSINESS PHONE (A.C. no., ext.)		RESIDENCE PHONE (A.C. no.)
DESCRIBE DAMAGE	ESTIMATE AMOUNT	WHERE CAN DAMAGE BE SEEN?			

INJURED				
NAME & ADDRESS	PHONE (A.C. no.)	FED. 31 912 AGE	EXTENT OF INJURY	

WITNESSES OR PASSENGERS			
NAME & ADDRESS	PHONE (A.C. no.)	FED. 31 912	OTHER (Specify)

REMARKS (Include police report)	REPORTED BY	REPORTED TO	SIGNATURE OF PRODUCER OR INSURED
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**California Institute of Technology  
Division of Geological and Planetary Sciences**

**TOOL BOX LIST**

Every kit should contain the following items.  
Please mark item(s) used or missing.

- Jumper Cables
- Packet of Wrenches
- Socket Set
- One Roll Duct Tape
- Phillips/Flat Tip Screw
- Pliers/Channel Locks
- Crescent Wrench
- Tire Gage
- Five Road Flares
- Vice Grip Pliers
- Flashlight

**California Institute of Technology  
Division of Geological and Planetary Sciences**

**FIRST-AID INVENTORY**

Every kit should contain the following items.  
Please mark item(s) used or missing.

- Adhesive or paper tape
- Antibiotic ointment, individual foil packs
- Antiseptic, bottle of hydrogen peroxide
- Aspirin and non-aspirin, individual packs
- Benadryl Stick
- Cold compress
- Emergency Blanket
- Non-latex gloves
- Twenty steri-strip bandages
- Six non-stick pads
- One compress bandage/blood stopper
- One large Ace bandage
- Instruction card splint use & general first aid
- Motion sickness tablets
- Packet mask
- Saline solution for eye & wound irrigation
- Scissors
- Sling (muslin triangle)
- Snake Bite Kit
- One foot & leg inflatable splint
- One full arm inflatable splint
- One full leg inflatable splint
- Tweezers