

Requirements and Procedures for the use of Student Team Vehicles

Sedra Student Design Centre

April 19, 2017

Introduction The Sedra Student Design Centre (SDC) has the responsibility to maintain and regulate student usage of University of Waterloo owned vehicles that are dedicated to use by the Engineering student teams, as follows:

2017 Chevrolet Silverado pickup truck

2013 Toyota RAV4

2007 GMC Silverado pickup truck

Various trailers, both enclosed and open

This responsibility includes screening potential drivers, registering approved drivers and providing registration information to the University's insurer, maintaining accurate usage schedules, providing access to vehicles, ensuring regular maintenance is performed, investigating and reporting when accidents occur and facilitating repairs for subsequent damages.

The following are the requirements for the use of these University owned vehicles and the procedures that will be followed for student access to these team vehicles.

Intended Purpose of Vehicles The SDC vehicles are to be used for transportation of team members and equipment to competitions, testing sessions, workshops, tradeshow, sponsor visits, or to purchase team project related items. The vehicles are not for personal use, such as shopping, personal travel, etc. or for "team building" events, such as bowling, camping, etc.

Screening Drivers A form will be provided to a potential driver to assess their driver's license level, experience level, and infractions / accidents, using the following questions:

- Do you have an Ontario class "G" driver's license?
- If not, do you have a Canadian driver's license that is equivalent to an Ontario "G" license?
- How long have you had an Ontario class "G" license (or equivalent)?
- How many km/year do you drive and when was the last time you drove?
- How many hours of experience do you have on any busy highways? (ie:401)
- What kind of vehicle(s) have you driven?
- Have you ever towed a trailer? Yes / No and how often and what type?
- Have you driven in heavy snow or rain? Yes / No and how often?
- Do you have any tickets? Yes / No If yes, what kind?
- Have you ever been charged with any vehicle related offenses? If yes, what?
- Have you ever been in an accident while driving? Yes / No If yes, were you at fault?

Using the information provided in this form as discussed in an interview with one of the SDC staff, the following requirements are enforced in order to be eligible to drive the SDC vehicles:

1. Must have held an Ontario class "G" (or other Canadian province equivalent license) for more than 1 year
2. Must have at least 2 years active driving experience, with a minimum expected number of kilometers driven per year in all weather conditions and on busy highways

3. If the driver wishes to drive the truck and/or tow a trailer, they must have previous experience towing trailers or have completed the SDC driver training course
4. Must not have an at-fault accident or any vehicle related offense on their driving record. May only have 1 speeding ticket on their record, and that ticket must be for a maximum of 20 km/h over the posted limit.

A driver abstract may be required when the driver screening form and the subsequent interview reveals that a potential driver has had an accident or a ticket. The driver will be required to request a driver abstract from the MTO and provide it to the SDC administration in order to verify a claim that the driver was not at fault in an accident or that a speeding ticket was for less than 20 km/h.

Registering Drivers When a driver has been screened and approved, they are added to the list of registered drivers, as follows:

1. They will provide photocopies of the front and back of their driver's license for the University insurer and SDC records
2. They will complete and submit an Insurance Privacy Consent Form (see Appendix) giving permission to the University's insurer to collect and review personal information as it pertains to their driving record
3. If they wish to operate the 2017 Chevrolet Silverado pickup truck, an orientation session must be completed if they are not familiar with operating a diesel-engine powered vehicle
4. If applicable they will complete the required driver training for use of the student team truck(s) and/or towing a trailer
5. If applicable they will complete all requirements for operating a commercial vehicle as administered by the SDC, including submitting to and paying for a medical examination
6. They will sign a copy of the agreement that is included at the end of this Requirements and Procedures document

Teams are allowed a maximum of 5 registered drivers. No allowances will be made for teams with drivers who are off campus on co-op work terms.

Driver Training Driver training will be implemented starting in September, 2017

All drivers who wish to operate the 2007 GMC Sierra pickup truck or tow any trailer (University owned or not) using any of the SDC vehicles must complete a driver training course prior to their use of these vehicles. Driver training is not required to operate the 2017 Chevrolet Silverado pickup truck or the 2013 Toyota RAV4 unless they will be used to tow a trailer.

Driver training is conducted in 3 parts, as follows:

1. On-line training for all drivers
2. Classroom training session intended for drivers who will be operating a truck/trailer combination that is considered a commercial vehicle (combined weight in excess of 4500kg)
3. Practical training in operation of the truck and trailer, including connecting / disconnecting, low speed maneuvering, backing up, and driving in traffic.

Training requirements for each of these parts are met as follows:

1. Successful completion of the on-line training, including passing a quiz at the end of the session
2. Attendance and active participation in the in-class training, including passing a quiz at the end of the session
3. Approval by the trainer after completion of the practical training.

Once training is successfully completed and all other requirements have been met, the driver will be given access to the additional vehicles as applicable.

Booking Vehicles Vehicles and trailers are booked using an online form available on the SDC website, <https://uwaterloo.ca/sedra-student-design-centre/request-student-team-vehicle>. This form must be completed and submitted at least 48 hours in advance of signing out the vehicle. Information that is required in order to complete the form includes name and email of the driver(s), sign-out and return date and time, intended use of vehicle, destination information, and team lead name and cell phone number. Forms with missing or inaccurate information will not be accepted.

The vehicle request form may only be sent and will only be accepted if it is submitted by a registered driver. Booking requests by unregistered drivers will be deleted immediately.

The SDC administration reserves the right to approve, reject or modify vehicle bookings as follows:

1. Vehicle bookings are usually approved on a first-come-first-served basis. Please check the availability calendars on Sharepoint for the vehicles before submitting a booking request
2. Vehicle bookings may be approved with less than 48 hours' notice, but this is at the discretion of the SDC administration
3. Multiple day vehicle booking that are made "in case we need a vehicle" are not permitted and will be rejected immediately. For in-town use or for trips within 100km of the SDC only single day booking requests will be approved.
4. If two teams request the same vehicle at the same time, the SDC administration will decide which teams' booking to approve based on a number of factors, including the distance travelled, space and load requirements, and available alternatives. Teams are encouraged to work together to solve scheduling conflicts without the involvement of the SDC administration.

Signing-out Vehicles When a booking request has been approved, the SDC administration will send an email to the requestor and the team lead and will update the vehicle availability calendar on SharePoint.

Vehicles keys are normally picked up after 9am on the day of travel. The key may only be picked up by one of the team's registered drivers or the team lead. It is the responsibility of the team to make arrangements and confirm key pickup times.

It is the driver's responsibility to inspect and take pictures of the vehicle and trailer before they start their trip, as follows. All photos are to be sent to Victoria Alderson victoria.alderson@uwaterloo.ca immediately upon picking up the vehicle.

1. All four corners of the vehicle and trailer (as applicable) that clearly show all areas of the front, sides and rear. These photos will be used to investigate unreported damage to the vehicles. Any new, unreported damage that is noted prior to driving (in person or on the photos) will be the responsibility of the last team to use the vehicle.
2. The instrument panel of the vehicle showing the gas gauge. The photo must clearly show the amount of fuel that is in the tank when the vehicle begins the trip. This photo will be used to verify whether the last team to use the vehicle filled the fuel tank before returning the vehicle.
3. A minimum of two photos of the interior of the vehicle, showing the front and rear seat areas. These photos will be used to verify that the vehicles and trailers are to be clean and tidy when returned. Teams that return vehicle and trailers in an excessively dirty condition will be responsible for clean-up costs and may lose their driving privileges.

Use of Vehicles Each registered driver that has been included in the booking request and that operates an SDC vehicle acknowledges that they are ultimately responsible for the safe operation of the vehicle, and that any fines or criminal charges incurred for traffic offenses, tickets and/or toll fees are their personal responsibility and must be paid for by that person.

SDC vehicles must be returned to campus and parked in their designated parking areas before 10pm on weekdays and before 8pm on weekends. This does not apply to a vehicle used for a multiple day trip to a competition.

In the case of drivers operating a truck/trailer combination that is considered a commercial vehicle (combined weight in excess of 4500kg) it is the responsibility of the driver to follow all regulations required by the Ontario Ministry of Transportation, the Department of Transportation (US) and the University of Waterloo in regards to inspections, hours of operation, and US and Canadian customs requirements.

In the case of drivers operating a vehicle that is not considered a commercial vehicle (Chevrolet Silverado or Toyota RAV4) the following hours of operation requirements must be met

1. No single driver shall operate an SDC vehicle for more than 13 hours per day. A rest period of 8 hours (not driving, preferably sleeping) is required before a driver can operate the vehicle again.
2. Teams planning trips that require an SDC vehicle to be used for more than 13 hours per day must have at least 2 registered drivers in the vehicle at all times

SDC vehicles and trailers are only to be used for the transportation of goods belonging to the University of Waterloo and personal items belonging to the individuals travelling with the team. Under no circumstances are SDC vehicles and trailers to be used for transporting items belonging to other organizations (schools, companies) or individuals that are not part of the team or involved in the competition.

The SDC trailers (flatbed, 5 x 8 enclosed, and large enclosed trailers) are only to be towed by SDC vehicles; the 2017 Chevrolet Silverado pickup truck, 2013 Toyota RAV4 and the 2007 GMC Silverado pickup truck. Personal vehicles may not be used to tow these trailers.

Return of Vehicles Vehicle keys are to be returned as soon as possible after the vehicle is returned to campus. It is the responsibility of the team to make arrangements and confirm key return times.

Vehicles are to be returned to their designated parking spots, as follows:

1. Toyota RAV4 and Chevrolet Silverado pickup truck – ECH gravel lot
2. GMC Sierra pickup truck and all trailers – HMN lot

Vehicles and trailers are to be clean and tidy when returned

1. Excessive mud or dirt on exterior of vehicle or trailer is to be cleaned
2. Garbage and litter is to be cleaned from the interior of the vehicle or trailer
3. Heavy soil, mud, etc. in the interior of the vehicle or trailer is to be cleaned (vacuumed, etc.)
4. Food or drink spills on upholstery of the vehicle are to be cleaned
5. Spills of materials (liquids or solids) in the cargo area of the vehicle are to be cleaned

This information will be verified using the photos submitted by the next team to use the vehicle. The SDC administration will charge the clean-up costs to the last team that used the vehicle. Teams that repeatedly return vehicle and trailers in an excessively dirty condition will lose their driving privileges.

Vehicles must be returned with a full tank of fuel. This information will be verified using the photo submitted by the next team to use the vehicle. The SDC administration will charge the cost to fill the tank to the last team that used the vehicle. Teams that repeatedly return the vehicle without filling the fuel tank will lose their driving privileges.

Reporting Damage to Vehicles The driver is responsible for all damages to persons and property when they are operating a vehicle. In the case of an accident, the following procedure must be followed

1. Call ambulance if needed
2. Move vehicle to safe location if it is driveable.
3. Report to Police to obtain a police report:
On campus – UW Police Ext. 22222 or 519 888 4911
Off campus – Local Police 911 and then UW Police 519 888 4911
4. Report to insurance company - RSA Insurance Company of Canada - 1-800-319-9993
5. Record the names, addresses, and telephone numbers of all other parties and witnesses, and the vehicle makes, license numbers, insurance company names and policy number for all other vehicles
6. Take pictures of damages
7. Return vehicle to campus if driveable. If vehicle is not driveable, follow insurance company's instructions

You must notify the SDC administration within 24 hours of an accident happening, and meet with the SDC administration immediately upon your return to campus. Depending on the nature of the accident and the extent of the damages, the driver may be required to complete the "Insurance Claim Notification" form online (<https://uwaterloo.ca/finance/capital-assets/insurance/insurance-claim-notification>).

All accidents involving other vehicles or in the case where damage to the SDC vehicle is in excess of \$5500 will be submitted to the University's insurer. If the accident is ruled the fault of the SDC vehicle driver, the team is responsible for payment of the cost of the deductible, \$5000, and the University's insurer would pay for the remainder of the cost to repair or replace all property and vehicles of all parties.

In the case of accidents that do not involve other persons or property and where the damage to the SDC vehicles is less than \$5500, a claim will not be submitted to the University's insurer. In this case the team is responsible for the full cost of repairing the SDC vehicle.

The SDC administration reserves the right to remove driving privileges from an individual or a team as a result of an accident or in the case of vehicles or trailers being returned with unreported damages.

**Requirements and Procedures for the use of Student Team Vehicles
Sedra Student Design Centre**

I, _____ have read, understood and agree to follow all the requirements and procedures for the use of the vehicles and trailers owned by the University of Waterloo and dedicated to use by the Engineering student teams of the Sedra Student Design Centre as described in this document.

I understand that I am responsible for all damages to persons and property when operating the SDC vehicles, and that the team is responsible for at-fault collision damages up to a maximum of \$5500. I understand that at-fault accidents may be reported to the University's insurer, and that this will affect my personal driving record for up to 6 years.

I acknowledge that the SDC administration has the right to remove driving privileges from an individual or a team as a result of an accident or in the case of vehicles or trailers being returned with unreported damages.

Team _____

Student

Name _____ Signature _____

Anticipated graduation date _____ Date _____

Faculty Advisor

Name _____ Signature _____

Office use only:

Approved for

- RAV4 (online driver training completion date _____)
- Chevrolet Silverado (diesel orientation completion date _____)
- Towing flatbed, 5 x 10 enclosed trailers (towing, practical training completion date _____)
- Commercial vehicle (truck training, all parts completion date _____)

Notes

Team Vehicle Driver Information Questionnaire

This form is to be completed by any person wanting to drive a Student Team vehicle that is owned by UW and administered by the Student Design Centre – Faculty of Engineering.

Name/Team: _____

1. Do you have an Ontario class “G” driver’s licence? Yes / No
2. If no to question 1, do you have a Canadian driver’s licence that is equivalent to an Ontario “G” licence? Province: _____
Class: _____
3. How long have you had an Ontario class “G” licence (or equivalent)?

4. How many km/year do you drive and when was the last time you drove?

5. How many hours of experience do you have on any busy highways? (ie:401)

6. What kind of vehicle(s) have you driven?

7. Have you ever towed a trailer? Yes / No How often and what type?

8. Do you have any tickets? Yes / No If yes, what kind?

9. Have you ever been charged with any vehicle related offenses? If yes, what?

10. Have you ever been in an accident while driving? Yes / No If yes, were you at fault?

11. Have you driven in heavy snow or rain? Yes / No How often?

This form is to determine your eligibility to drive a Student Team vehicle. A photocopy of your driver’s licence, a signed privacy consent form and the appropriate signed Terms of Agreement form are also required if deemed eligible to drive.