

VEHICLE EMERGENCY POLICY

Purpose: The purpose of this document is to outline the procedure for managing and reporting incidents or accidents involving departmental vehicles.

Scope: While this procedure primarily affects the Outdoor Recreation staff (as the primary drivers of the 12-passenger vans), nearly all departmental professional staff and graduate assistants have access to the department fleet and should be aware of the EAP related to departmental vehicles.

Procedure:

- I. IN CASE OF ACCIDENT/INJURY
 - a. Tend to the safety and health of all vehicle occupants. Administer basic life support procedures, if qualified.
 - b. Notify local police—Call 911 if there is an emergency. Do not dial 911 for minor “fender benders” or non-emergency situations.
 - c. Notify at least one of the following people from Recreational Sports.
 - i. Coordinator for Outdoor Recreation
 - ii. Assistant Director for Outdoor Recreation
 1. If no one is available by cell and the accident occurs between 8AM-5PM Monday – Friday, contact the Rec Sports Business Office and request to speak with an Associate Director (706-542-5060 office)
 2. If no one responds, leave your name, time, location, contact number, and description of the incident.
 - d. Notify the State of Georgia Risk Management Services.
 - i. State of Georgia DOAS 877-656-7475
 - ii. Contact ASAP to report the accident
 - e. If an accident occurs on campus, make sure UGAPD is called and a police report is made. If an accident occurs off campus, dial the local police department to file a report.
 - f. If you are in an accident, be sure to get all the necessary information required. The bottom of the insurance card lists the information needed.
 - g. Depending on the severity of the damage to the vehicle (none or minor damages), have vehicle repaired to drivable condition and continue the trip. If away from the Athens-Clarke county area, all repairs should be done by an ARI approved mechanic but are reimbursable with a bona fide receipt from the vendor if an ARI representative is not available.

- h. When the scene is safe, complete an injury report (if injuries occurred) AND an incident report describing the accident. Include police case number on incident report.
 - i. Be sure that an injury report is completed immediately after any accidents; the injury report can be found online at https://busfin3.busfin.uga.edu/HR/injury_menu.cfm
- II. VEHICLE BREAKDOWN
- a. Ensure the safety of all passengers.
 - b. If the vehicle is repairable, call ARI at 1-800-CAR-CARE (1-800-227-2273) and authorize the repairs. Obtain a bona fide receipt.
 - c. In case the vehicle is totally disabled, have the vehicle towed to a service facility. Use the phone tree above to contact someone able to arrange alternate plans for a return to the University.
 - d. If the vehicle cannot be towed to a service facility (wilderness breakdown), secure the vehicle, seek appropriate shelter and use the phone tree for further instructions.
- III. CHANGING A FLAT TIRE ON A VAN
- a. Stop on a level surface. Turn off engine and set parking brake. Be sure the van is in park.
 - b. Remove jack and tire iron from right rear storage area. Remove the thumb screw and anti-theft bracket at the base of the left rear door. Remove the access plug under the left rear door and insert the tip of the jack handle into the tube. Turn the jack handle counter-clockwise until the cable is slack and the spare tire can be removed from under the rear end of the vehicle.
 - c. Block front and back of tire diagonally opposite the tire being changed.
 - d. Remove the hubcap with the flat end of the tire iron.
 - e. Place the jack under the front axle and turn handle until the jack is firmly against the axle. Do not raise the tire off the ground.
 - f. Loosen nuts by one counter-clockwise turn, but do not remove them.

- g. Now turn the jack handle until the tire is off the road. Remove nuts and the tire.
 - h. Install the spare and lightly tighten the nuts.
 - i. Lower the tire until it is touching the ground and continue to turn the nuts clockwise until tightened. Tighten in a star pattern.
- IV. JUMP STARTING A VAN
- a. Locate jumper cables in the emergency kit.
 - b. Park cars close but not touching with both engines off. Be sure all electronic accessories are off (headlights, blinkers, radio, etc)
 - c. Open hood and find the battery. Ensure battery is not cracked and is in good shape. Locate the positive (+) and negative (-) terminals.
 - d. Connect one end of one cable to the positive (+) terminal on the dead battery. Connect the other end of this cable to the positive (+) terminal on the second vehicle.
 - e. Connect the other cable to the negative (-) terminal on the second vehicle. Connect the other end of the same cable to the engine block of the dead car. Look for unpainted metal surfaces and ensure it is clear of car's moving parts. Do not attach cable to the battery itself.
 - f. Start the second vehicle and allow it to run for several minutes. Start the dead vehicle.
 - g. If it does not start wait a minute and try again.
 - h. Disconnect cable in reverse order from how you put them on.
 - i. Allow vehicle to run about 30 min before turning it off.