GPS PROCEDURES FOR USE OF DIVISION FLEET VEHICLES

The Division of Geological and Planetary Sciences maintains a fleet of six 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, are noted in the Institute Motor Vehicle Use policy and the GPS procedure set forth in this writing.

Who Can Request GPS Vehicles:

Only members of the Division who are on the approved driver list may use fleet vehicles on Institute business. Those requesting to drive the vehicles must abide by the Institute Motor Vehicle Use Policy. To get on the approved driver list, fill out the forms at http://forms.caltech.edu/Parking-Security/Vehicle%20Use%20Forms.pdf and turn them in to Mark Garcia. Once approved, participate in the Division’s driver orientation with Mark Garcia. Those who may need to drive a Division vehicle are encouraged to complete this process well in advance since the approval process takes a few days. 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
5. Graduate student research charged to the student’s personal account.
6. Institute policy prohibits 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. This online form may be navigated to from the Field Vehicles Availability page at http://www.gps.caltech.edu/education/field_trips/vehicle_availability. Please check the calendar on the Field Vehicles Availability page to see if a vehicle is available on the date desired prior to completing a request form.

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. Scheduling conflicts occurring over the given period should be resolved between the faculty members. Vehicles are not reserved until a confirmation e-mail has been received from Mark Garcia.

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 the driveway located on the south side of the Arms Building. (Note: if several vehicles are involved, the Research Technician may assist in the moving
of vehicles from the parking lot to the driveway south of Arms Laboratory.) Overnight parking is not allowed in the driveway.

**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 Research Technician 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 Research Technician. 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. Research field equipment is stored in the cage. Please check with the Research Technician.

**Returning a Vehicle: (as of April 1, 2013)**

Upon arrival from a trip, it is the TA’s responsibility to:

- Return the field equipment and camp gear to Room 074 Arms.
- Clean and vacuum inside the vehicle with a shop vacuum provided in the field equipment storage room.
- Wash the vehicle with a hose located by the Arms driveway. If there is excessive mud and debris on the exteriors, the TA will finish the clean-up at the carwash.
- Refuel the vehicle with gas.
- Return the vehicle to the first level of the underground parking structure #3 on California Boulevard.
Rear seats and other items removed from the vehicle for the trip should be returned to the vehicle. Keys, credit cards, fuel receipts, and the completed trip/mileage card should be returned to the Research Technician 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. The certificate of Insurance is included in a vehicle packet located in the vehicle book. 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 *Automobile Loss Notice* below). 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 dashboard of each vehicle.

Vehicles may be tracked with GPS technology, both to pinpoint vehicle location and to monitor safe driving practices, including speed. Drivers who blatantly violate speed regulations as recorded by the GPS log will have their driving privileges suspended for one year. Given existing speed regulations and uncertainties in GPS velocities, vehicles traveling at 80 mph or more for more than 10 minutes at a stretch will deemed to have blatantly violated speed regulations.

Refer to the Institute Motor Vehicle Use Policy: Driver responsibilities, section #5

*Revised August 26, 2013*
## VEHICLE FLEET DESCRIPTION

<table>
<thead>
<tr>
<th>Vehicle#</th>
<th>Description</th>
<th>Passengers</th>
<th>Other Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1531</td>
<td>2007 Ford Expedition EL</td>
<td>2 to 9</td>
<td>4WD, A/C</td>
</tr>
<tr>
<td>1532</td>
<td>2007 Ford Expedition EL</td>
<td>2 to 9</td>
<td>4WD, A/C</td>
</tr>
<tr>
<td>1533</td>
<td>2007 Ford Expedition EL</td>
<td>2 to 9</td>
<td>4WD, A/C</td>
</tr>
<tr>
<td>1534</td>
<td>2007 Ford Expedition El</td>
<td>2 to 9</td>
<td>4WD, A/C</td>
</tr>
<tr>
<td>1547</td>
<td>2014 GMC Yukon</td>
<td>2 to 9</td>
<td>4WD, A/C</td>
</tr>
<tr>
<td>2508</td>
<td>2011 Ford Crew Cab PU</td>
<td>2 to 6</td>
<td>4 WD, AC, WINCH, Camper Shell</td>
</tr>
</tbody>
</table>
California Institute of Technology
Driver Approval Form

All drivers must complete and sign before operating an Institute-owned or leased vehicle.

Driver Name: ____________________________
Phone: __________________________________
Email: __________________________________
Division/Department: ____________________________ Mail Code: __________
Driver’s License Number: __________________ State of Issuance: ____ Expiration Date: __________

Have more than four years’ experience driving in the U.S.? ____________________
21 years old or older? ____________ 75 years old or older? ______________________
Previously been denied authorization to drive an Institute vehicle for any reason? _______________
Will be driving a type of vehicle with which you have little or no experience? _______________
Will be driving off-road or in other unique circumstances for which the division/department requires training? _______________

Any moving violations/citations/points in the last three (3) years: _________________________________
If yes, please provide detail: ____________________________________________________________

I certify that the above information is to the best of my knowledge true and correct and that I have read the Caltech Vehicle Use Policy and agree to act in conformance with its terms and conditions.

_____________________________________________  ___________________________
Name         Date

***Please return form to Division Administrator or Administrative Department Coordinator***

Administration Use Only Below Line

Motor Vehicle Records Check Completed
by Security: ____________________________ Date: ________________

Driver Training Completed (if applicable): ________________ Date: ________________

Driver Approved by: ____________________________ Date: ________________

Signature

Printed Name
DISCLOSURE REGARDING DRIVING RECORD

Driver Name: _____________________________ Date: __________________

Driver License Number: __________________State: __________Expiration Date: __________________

I understand and approve the California Institute of Technology (Caltech) obtain a driving history report about me and the information contained in the report may be used in whole or in part for the purpose of evaluating and determining my eligibility to drive an Institute vehicle. The report(s) will include the following types of information:

☐ Driving Record

The agency preparing the report identified above is:

Validity Screening Solutions
P.O. Box 860443
Shawnee, KS 66286-0443

________________________________________  __________________________
Signature                                  Date:
CALIFORNIA INSTITUTE OF TECHNOLOGY
Division of Geological and Planetary Sciences

DRIVER ORIENTATION FORM

(Print name)________________________ has successfully completed the required orientation to the Division vehicles, including:

1. Vehicle familiarization ______ 5. Special equipment ______
2. Seat belts/safety features ______ 6. Automatic shift ______
3. Changing tires ______ 7. Two/four wheel operation ______
4. Accident/emergency Procedures ______

I have read the Institute Motor Vehicle Use Policy and recognize my responsibility for safe and proper operation of all Division vehicles. I will comply with all rules of the Institute, and all applicable state and local laws.

(Sign Name): ______________________ Division: ______________________

Driver’s License Number: ______________ State Issuing: ______________

Authorized GPS Signature: ______________ Date Examined: ______________

Attached: Institute Motor Vehicle Use Policy

GPS Vehicle Procedures

Revised March 16, 2012
CALIFORNIA INSTITUTE OF TECHNOLOGY  
Division of Geological and Planetary Sciences

**VEHICLE REQUEST FORM FOR BUSINESS USE ONLY**

<table>
<thead>
<tr>
<th>Requester’s Name</th>
<th>Telephone Number</th>
<th>Date of Request</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

Special Equipment Needed: (Winch, Tow rope, etc.)

Will you be driving on off-road terrains?  Yes _____ No _____

Destination and purpose of trip: (Please include class number)

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**Satellite Phone use for this trip?**  Yes _____ No _____
Satellite phone orientation:  Yes _____ No _____
Satellite phone number: 

Spot Detector:  Yes _____ No _____
Department Date: ________________  Return Date: ________________

Account to be charged: 

Division Vehicle(s) Assigned: ________________________________

Vehicle Driver Name(s): ________________________________

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

_________________________  
Signature of Faculty Sponsor

*Revised March 16, 2012*
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:
Both kits are equipped with the following items, please mark the item(s) used or missing.

<table>
<thead>
<tr>
<th>TOOL BOX KIT</th>
<th>FIRST-AID KIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ Jumper Cables</td>
<td>___ Adhesive or paper tape</td>
</tr>
<tr>
<td>___ Packet of Wrenches</td>
<td>___ Antibiotic ointment, individual foil packs</td>
</tr>
<tr>
<td>___ Socket Set</td>
<td>___ Antiseptic, bottle of hydrogen peroxide</td>
</tr>
<tr>
<td>___ One Roll Duct Tape</td>
<td>___ Aspirin and non-aspirin, individual packs</td>
</tr>
<tr>
<td>___ Phillips/Flat Tip Screw</td>
<td>___ Benadryl Stick</td>
</tr>
<tr>
<td>___ Pliers/Channel Locks</td>
<td>___ Cold compress</td>
</tr>
<tr>
<td>___ Crescent Wrench</td>
<td>___ Emergency blanket</td>
</tr>
<tr>
<td>___ Tire Gage</td>
<td>___ Non-latex gloves</td>
</tr>
<tr>
<td>___ Five Road Flares</td>
<td>___ Twenty steri-strip bandages</td>
</tr>
<tr>
<td>___ Vice Crip Pliers</td>
<td>___ Six non-stick pads</td>
</tr>
<tr>
<td>___ Flashlight</td>
<td>___ One compress bandage/blood stopper</td>
</tr>
</tbody>
</table>

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