



## **Outdoor Recreation Georgia Tech (ORGT)** **Transportation Policy**

### **Vans**

1. All van drivers must possess a current valid US Driver's License, have not been convicted of any criminal driving offense, and have no major moving violations in the past two years;
2. ORGT drivers must be Georgia Tech Faculty or Staff, trained student employees or approved Volunteer Staff (meaning has signed a Memorandum of Understanding, "MOU");
3. Drivers of Campus Recreation 7, 12 or 15 passenger vans or SUVs must be 19 years of age, Enterprise 21 years of age;
4. Drivers must complete GT's defensive driving 8 hour course, provide a copy of driving record, and valid driver's license, and fill out the ORGT Transportation Agreement;
5. ORGT Assistant Director of Campus Recreation -ADOR generally reserves a van/suv/truck per ORGT trip, unless otherwise asked. If additional transportation needs are present, the driver should request a van from the ADOR or his/her designee in a timely matter (outside of regularly scheduled events). A week in advance is a good guideline to go by;
6. All van drivers and passengers shall be required to wear seat belts while traveling in the van;
7. Drivers shall obey all speed limits and traffic laws;
8. Vans shall be properly loaded. There should be no more than 9 passengers (including the driver) in a 15-passenger van. NO equipment or gear will be placed on the roof of any CRC van due to the higher possibility of rollover;
9. No alcoholic beverages or illegal drugs shall be carried into the vehicles;
10. Use of tobacco products (smoking, snuff, chewing tobacco, etc.) is prohibited in the vehicles;
11. Do not give rides to strangers or hitchhikers;
12. Drivers will ensure that all interior and exterior lights are turned off and all doors and windows are locked when the van is parked, and that the vehicle is shut off when refueling;
13. Fines resulting from traffic or parking violations will be the obligation of the driver;
14. Must have signed ORGT Transportation Agreement prior to driving;
15. The driver is responsible for making sure that the vehicle is cleaned at the end of a trip;

## **Trailers**

1. Approved ORGT Staff or Volunteer drivers who have successfully completed trailer training with ADOR or designee may haul trailers.
2. Check to ensure that all items in or on the trailer are secure.
3. Compensate for the extra length of the trailer when passing vehicles, parking, or turning.
4. Compensate for the extra weight and momentum of trailers when slowing down or stopping.
5. Spotters should be used when backing up trailers.

### ***Unloading and Loading a Trailer***

Safety is a primary concern when loading and unloading a trailer. Consider oncoming vehicles and equipment when loading or unloading a trailer. Consider loading or unloading a trailer part of a program. Provide instructions and a safety briefing prior to the activity. Procedures include:

1. Spot people as necessary.
2. Look for a designated pull out, rest area, or parking lot.
3. Do not stand close to or on a roadway to unload a trailer. Pull the trailer well off the road or find a more suitable area.
4. Secure loads and covers to avoid flapping and/or fly away luggage and equipment.
5. Georgia Institute of Technology may not pay expenses resulting from poor attachments. Trip Leader may have to pay for damages to other people, property, and vehicles that are a result of objects coming off trailers.
6. Keep cord-ends tied away from tires.
7. Re-check the load at every stop.

### ***Hooking Up a Trailer***

1. Inspect structure of trailer.
2. Inspect tires of trailer.
3. Attach trailer to truck using the appropriate ball hitch.
4. Secure latch with padlock in “down” position.
5. Attach safety chains and lighting harness.
6. Check operation of trailer lights (brake and running lights and turn signals).

### ***Transporting WW Canoes and Kayaks***

1. Canoes should rest on their gunwales and be secured with at least 2 tie-downs. Canoes shorter than 15 feet long should additionally be secured by the painter.
2. Kayaks should be loaded cockpit to cockpit, bow to stern. If third boat, cockpit should face out.
3. Boats should be transported empty of equipment and with all hatch covers secured in the bulkheads.

## **Emergency Procedures**

*Information below taken from "yellow-card" issued with CRC Vans*

**Pre-flight checklist: All drivers please check the following prior to departure**

- ☐ Tires (Make sure that all tires are inflated and look to be in good condition-check spare)
- ☐ Dents (Do a walk around the vehicle and make notes of any dents so that you will not be charged for something you did not do)
- ☐ Lights (Check and make sure all lights work including: headlights, tail lights, brake lights, reverse lights and backing lights)
- ☐ Signals (Check and make sure turn signals and flashers work accordingly)
- ☐ Wipers (make sure the wipers are in good working condition)
- ☐ Gas (make sure the gas tank is full)

### **CRC Emergency Van Kit**

- ☐ 1 Can of Fix-A-Flat
- ☐ 1 Flashlight
- ☐ 1 First Aid Kit
- ☐ 1 Caution Triangle
- ☐ 1 Set of Jumper Cables

NOTE: There is a Jack, Tire Iron, and Spare Tire in each van.

*Towing: If you need towing assistance in Georgia contact Northside Towing at 404.874.6310*

### **Emergency Contacts**

Ken Lovic  
Office: 404.894.8838  
Cell: 404.323.0603  
Home: 404.315.1511

Dan Hazlett  
Office: 404.894.4982  
Cell: 404.276.0491  
Home: 770.631.8765

GT Police  
404.894.2500  
Contact GT Police for all accidents

Mechanical or Accident: The Campus Recreation Department is to be contacted concerning transportation back to Georgia Tech Campus if the van you are driving has broken down due to mechanical failure or accident. If the van needs immediate mechanical repairs, please contact Ken Lovic (number above).

In all transportation incidents, please call the Assistant Director of Campus Recreation-Outdoor Recreation (ADOR) at nearest convenience.  
Leigh Jackson-Magennis Cell: 828.508.2133.