

# DRIVER TRAINING GUIDE

Revised 04/16/09

## ***ALWAYS CHECK HERE FOR UPDATES AND MOST CURRENT VERSION OF PROCEDURES AND POLICIES***

### **DISCLAIMER**

*Please be aware that we are managing these vehicles for the benefit of the entire SGS-LTER community. While we will do everything we can to protect reservations, we reserve the right to reassign a vehicle if an emergency situation arises. We know that any such actions by us will create problems for researchers, and will make every attempt to not alter reservations. Please remember that these are not your personal vehicles and that their use is a privilege, not a right. We are expecting you to behave in a professional manner, treat the vehicles well, keep them clean, promptly report mechanical or other problems, use vehicles during the time you reserved them, or promptly release vehicles you may have previously reserved when you have a change in your research plans. We are expecting you to share these resources or coordinate trips when possible so that no one has to walk to their research sites. Misuse of vehicles, unprofessional behavior or abuse of the system will result in loss of privileges.*

### **VEHICLE USE CALENDAR**

From the SGS-LTER webpage:

[http://sgslter.colostate.edu/vehicle\\_reservations.aspx](http://sgslter.colostate.edu/vehicle_reservations.aspx) Go to the CSU calendar and log in with user name "sgscal" and password "calview". From this calendar, you are able to view the days and times that vehicles have already been committed. This calendar is to be used to check availability. **You must submit a reservation request to secure a vehicle.** To do this, select the back button to return to the main vehicle system page.

### **MAKING A VEHICLE RESERVATION (Reservation requests are to be made at least two working days ahead of the date wanted)**

After viewing the calendar, return to the main Vehicle Reservation System page. Fill out the on-line form and submit. This information will go to Mark Lindquist and Sallie Sprague. They will add the reservation to the calendar. These requests are generally handled within two hours (during weekdays). You will be notified by email to confirm your reservation. Please remember that Sallie's normal work hours are 9 am – 3 pm, M – F.

### **KEYS TO HEADQUARTERS AND VEHICLES**

**IN ORDER TO OBTAIN KEYS TO VEHICLES AT THE SITE, YOU MUST FIRST HAVE A KEY TO THE LTER HEADQUARTERS BUILDING! THERE IS A "LOCKED DOOR" POLICY REGARDING THIS BUILDING.** Everyone that needs to access Headquarters is to carry a key issued to them. The building is to remain locked upon departure. If you don't have a key, contact Mark Lindquist as soon as possible. We will respond quickly to place an order but the turnaround through Facilities is not predictable. **THE VEHICLE KEYS ARE LOCATED IN A KEY CADDY TO THE RIGHT OF MARK LINDQUIST'S OFFICE.**

Mark Lindquist, 897-2210 or Mark.Lindquist@colostate.edu, always needs to know about researchers and visitors to the site to help provide information and access as well as maintain

resource availability and safety. For all visits, giving Mark as much advanced notice as possible is appreciated.

A lockbox system is in place at the SGS-LTER main office to transfer keys from one user to another for vehicles brought to campus from the field station. Details are available through Mark Lindquist and Sallie Sprague on a case-by-case basis.

### **VEHICLE USE**

Familiarize yourself with the vehicle you will be using. Check the glove compartment to see that the SGS-LTER log book, a map of the Grasslands, flashlight, the vehicle's registration, the Wright Express gas credit card, the sheet listing gas stations and PIN number, the yellow roadside assistance card, the accident report information, and the Colorado State University Fleet Vehicle User's Guide (the last page is the Proof of Insurance) are all there. The manual specific to that vehicle will give information about how to change a tire or check the oil, for example. A fire extinguisher, first aid kit, and wheel block are located behind the seat. **Each user is responsible for completing the information requested in the logbook each time s/he uses the vehicle. Please use your full name so that we can properly link you with a specific research activity.**

### **CELL PHONES**

It is highly recommended that all persons working alone on the CPER/Pawnee carry a cell phone for safety and emergencies. **HOWEVER, CELL PHONES SHOULD NOT BE USED WHILE DRIVING A UNIVERSITY OWNED VEHICLE. In cases where a call must be taken, the driver should pull to the side of the road and stop. Complete the call from the side of the road.** Please give your cell phone number to Mark Lindquist and Sallie Sprague so you can be reached if necessary. Please remember to check periodically throughout the day for missed calls and attempt to return those calls. **KNOW YOUR LOCATION.**

### **FUEL CARD AND TYPES OF FUEL**

1. Fuel credit card: Cards are assigned to vehicle, not driver. Enter PIN number and then enter accurate odometer readings when using the fuel card. NOTE: The fuel card is not to be used for any product or service not sold at the fuel pump island. (Washes, oil, washer fluid are okay. Tires, alignments, engine repair, body repairs, general merchandise, food, etc., are NOT allowable.)
2. Regular Fuel: Drivers must use self-service, regular grade gasoline. Premium grades and full-service fuel may not be purchased by the driver.
3. Fuel locations near the PNG:

Ault Conoco, Ault CO  
970-834-1373  
Monday – Saturday 5:00 AM – 10:00 PM  
Sunday 6:00 AM – 10:00 PM

Ken's Convenience, Ault CO  
201 S US Highway 85  
970-834-1581  
Monday – Saturday 7:00 AM – 10:00 PM; Sunday – 7:00 am – 9:00 pm

Agland Inc, Briggsdale CO  
38756 Hwy 14  
970-656-3422 Does not keep regular hours!

Loaf 'n Jug, Wellington, CO  
8211 6th St.  
970-568-3778  
Open 24 hours

Schrader's Country Store, Wellington, CO  
3700 Cleveland Ave.  
970-568-3252  
Monday – Friday 5 AM – 10 PM  
Saturday and Sunday 6 AM – 10 PM

Shell, Wellington, CO  
8214 6th St.  
970-568-7200  
Every day 5:30 AM – 10 PM

### **DAILY CARE OF THE VEHICLE**

Drivers are responsible for the day-to-day care of vehicles. After each use, clean trash out of the vehicle and dispose of it properly. Wind on the Pawnee presents many challenges, including the potential for damaging vehicle doors. You must either hold the vehicle doors firmly when opening them in the wind, or park your vehicle facing into the wind to prevent damage to the vehicle doors. Report immediately any/all damage, dings, scraps, windshield cracks, etc., to Mark Lindquist.

No State employee is expected to drive a vehicle that is unsafe or to ignore an unsafe condition. Follow the advice listed below to keep your vehicle in a safe, operable condition.

**FLUIDS:** Check oil and fluids DAILY. Fill as necessary but have your vehicle checked if you are low on engine oil, automatic transmission or power steering fluid, brake or clutch fluid or engine coolant. In order to prevent freeze-up, do not add plain water to the radiator, coolant reservoir or windshield washer container.

**LEAKS:** Look on the ground under the vehicle for fluid leaks. Report leakage immediately to Mark Lindquist.

**TIRES:** Visually inspect the tires daily, look for imbedded nails, check regularly for uneven wear and for proper air pressure. Correct air pressure is the major contributor to extended tire life. Recommended tire pressure is usually found on the driver's door post.

**FLATS:** Drivers are responsible for replacing a flat tire with the spare. **DO NOT** drive the vehicle with a flat tire as it will ruin the tire and/or the rim. **A working vehicle has 5 functional tires.** You need to make sure the flat tire is repaired by **Howard's Auto Repair** (see address below). Tire repairs are preauthorized by CSU Transportation Services can be fixed immediately. All other repairs require an authorization (see first paragraph under **BREAKDOWNS AND REPAIRS**, contacts are: John Leazer, 970-491-0103 and Jon Peterson, 970-491-0175, during normal business hours 7 am – 4 pm).

Howard's Auto Repair, Pierce CO  
970-834-2733  
Hours: Monday-Friday 8:00 AM- 5:00 PM  
Saturday 8:00 AM – 12:00 noon  
Towing Service

**DAMAGE:** Check the vehicle frequently for body damage. Report any damage promptly (see procedures and definition of an accident in the Accident section).

**IMPROPER USE:** Do not drive your truck or sport utility through rivers, creeks or streams that will exceed the limits of your vehicle. Do not drive sedans on four-wheel drive roads. Drivers and/or SGS-LTER are responsible for the full amount of any damage caused by improper use of their vehicle.

**LIGHTS:** Check exterior lights and turn signals regularly for proper operation.

**NOISES:** Be alert for unusual noises that could signal mechanical problems. Report immediately to Mark Lindquist.

**GAUGES:** If the temperature gauge reads abnormally hot, the oil pressure gauge reads low, or the red critical Engine Light is “on”, STOP THE VEHICLE IMMEDIATELY. If the amber caution light (check/service engine light, power loss light or emissions light) in late model vehicles is “ON”, it indicates a potential problem. Have the vehicle checked as soon as possible. Notify Mark Lindquist.

### **BREAKDOWNS AND REPAIRS**

If mechanical problems are experienced while on a trip, Transportation Services must be called to obtain authorization for repairs or towing (970-491-0103 or 970-491-0175 during normal business hours 7:00 AM – 4:00 PM). All information on how to report vehicle problems can be found in the Transportation Services booklet in the blue packet of every vehicle. **There is also a section on after-hours emergency repairs (evenings and weekends).**

No assistance will be given for locking keys in vehicle, running out of fuel, or flat tires. The driver is responsible for these situations.

If the vehicle must be left unattended until assistance arrives, be sure that the vehicle is clear of traffic, windows are rolled up, doors are locked and the keys and credit cards are in the driver's possession.

### **USE OF VEHICLES**

As the operator of a State vehicle, the driver is responsible for its proper use, service, and protection and must be familiar with the following guidelines:

**USE OF STATE VEHICLE:** State vehicles are to be used for official State business only and may not be used for personal errands including transporting family members or pets. State vehicles may not be loaned to or driven by any unauthorized individual.

**DRIVERS LICENSE:** Driver must possess a valid U.S. driver's license for the class of vehicle operated. (Responsibility for making this determination rests with SGS-LTER.)

**FUEL CARDS:** Report lost, damaged or stolen fuel cards immediately.

SEAT BELTS: Seat belts must be worn by drivers and all passengers in a State vehicle.  
A CLEANING FEE OF \$25.00-50.00 WILL BE ASSESSED TO VEHICLES THAT DO NOT COMPLY WITH THE FOLLOWING CLEAN INTERIOR POLICY:

1. Smoking is not allowed in State vehicles.
2. No State-owned vehicle will be operated by any individual who is under the influence of alcohol or drugs. Alcohol is not allowed in any form in State vehicles.
3. Remove all trash and personal items. Excessively dirty interiors will be charged for additional cleaning. (This includes excessive mud, manure, seeds, trash, etc.)
4. No pets are to be transported in State vehicles.

KEYS: Drivers must pay directly for expenses to open a locked vehicle.

**HEADPHONES/EARPHONES: Colorado State University will not allow earphones or headphones of any type to be worn by a person operating a University owned vehicle.**

### **TRAVEL OUTSIDE OF COLORADO**

Travel to other states must be approved by SGS-LTER. The vehicle's fuel card is good throughout the country; however, you should verify the card's acceptance prior to the sale when at an unfamiliar vendor.

### **HOW THE PUBLIC SEES STATE VEHICLE DRIVERS**

**IMAGE IS EVERYTHING! Know exactly where you are. Make sure that where you drive and park is a place that you have permission to be and represents good judgment, in general.**

Citizen complaints, as well as complaints from other agencies, have been received regarding State vehicles being driven improperly. These complaints may result in a disciplinary action to the driver by SGS-LTER. State drivers should also be concerned about the reflection of State employees and State vehicles as perceived by the public. Because drivers represent the State of Colorado, it is extremely important that they represent a good image. Bad feedback may result in vehicle resources being more stringently applied. State vehicles are highly visible and represent a valuable resource. Be sure that where you drive is a place that you have permission to be.

**ACCIDENT INFORMATION – (This information is located in the Fleet Vehicle User's Guide in glove box of every CSU vehicle)**

**PLEASE READ BEFORE ANY ACTION IS TAKEN**

An accident is described as **ANY** incident occurring which may have caused damage to a Colorado State University vehicle, or caused damage to private property. Accident damage includes damage caused by another vehicle, road hazard, wildlife, weather (wind, rain, hail, etc.), vandals (this includes glass, tires, body damage, stolen vehicles, etc.). Stolen vehicles must be reported immediately. If you are in doubt, please call Transportation Services at 970-491-0103 or 970-491-0116.

#### **A. ACCIDENT PROCEDURES**

At the scene of an accident involving a State vehicle, the driver must:

1. Stop immediately and aid any injured persons.
2. NOTIFY THE LOCAL POLICE by calling 911. If the local police will not send an officer to the scene, file a counter report at the local police station or State Patrol station.
3. DO NOT leave the scene or move the vehicle until the law enforcement agency has completed its investigation or until they have asked you to move it.

4. If vehicles create a definite hazard, please mark the location of each vehicle involved, then move the vehicle.

5. CALL YOUR SUPERVISOR.

6. DO NOT ADMIT FAULT OR MAKE COMMITMENTS. DO NOT GIVE STATEMENTS TO ANYONE EXCEPT THE POLICE OR YOUR SUPERVISOR.

7. Present the State of Colorado Insurance Card (located on back page of Colorado State University Fleet Vehicle User's Guide).

8. Write down ALL information required on the other driver: name; address; drivers license number and state; expiration date, date of birth; home and work phone numbers; vehicle owner's name and address; year, make, model and license of vehicle; insurance company and policy number; injured parties name(s); witnesses names, addresses and phone numbers; write notes concerning the accident. These notes will help when you complete the accident report.

9. TOWING – DO NOT ATTEMPT TO DRIVE AN UNSAFE VEHICLE OR A VEHICLE WITH FLUID LEAKS.

a. In the Fort Collins area, call Choice City Towing at 482-0159. Have the vehicle towed to Transportation Services, 201 W. Pitkin Street.

b. Outside of the Fort Collins area, see the quick reference section for a list of vendors.

**DO NOT HAVE THE VEHICLE TAKEN TO A BODY SHOP OR INSURANCE**

**COMPANY!** The State driver must call Transportation Services Maintenance Assistance section the same day or the next business day to give location of the vehicle and potential storage charge. If this is not done, the storage charges will be the responsibility of SGS-LTER.

#### **B. REPORTING AN ACCIDENT TO TRANSPORTATION SERVICES**

1. Call Risk Management at 970-491-1432 immediately, if the accident involved serious injury and/or damage to OTHER persons or property.

2. Call Transportation Services within one business day to report the accident. Provide the state vehicle's license number, the state driver's name, the date of accident, and who was at fault.

3. Complete the "ACCIDENT FORM" in the blue packet and return it to Transportation Services with ALL OF THE FORMS listed below WITHIN 10 DAYS of the ACCIDENT. Make sure SGS-LTER receives a copy of each form.

a. POLICE REPORT: Include one clean, legible copy of the INVESTIGATOR'S TRAFFIC ACCIDENT REPORT from the police department that investigated the accident. (It is the driver's responsibility to acquire a police report. Please do not expect the accident section of Transportation Services to acquire the report for you. )

b. RISK MANAGEMENT VEHICLE ACCIDENT REPORT (#DRM-01): This form is found in the state driver's VEHICLE PACKET. (Additional forms can be requested through the accident section personnel.) Please complete each section of the accident report as precisely as possible and make sure every copy is legible. If the information on the other driver is missing, the state driver has a responsibility to acquire this information. Send the white and yellow copies to RISK MANAGEMENT. Send the pink copy to Transportation Services and keep the golden rod copy for your records.

c. The state driver must have their signature as well as their supervisor's on the accident report before sending to Transportation Services.

d. Please be sure to write in the license number (State Plate – not the undercover plate) in the upper right hand corner. If the license number is not visible, it will hinder authorization of the body repairs of your vehicle.

4. REPAIR ESTIMATES WILL BE DONE BY TRANSPORTATION SERVICES. DO NOT go to an insurance company to have an estimate done. EVEN THOUGH THE ACCIDENT IS MINOR AND THE STATE DRIVER DOES NOT SEE ANY DAMAGE, AN ESTIMATE IS STILL REQUIRED. STATE LAW REQUIRES THE STATE DRIVER TO FILE THIS FORM WITHIN TEN DAYS IF THERE IS INJURY/DEATH, OR DAMAGE EXCEEDS \$1,000. FAILURE TO REPORT MAY CAUSE SUSPENSION OF DRIVER'S LICENSE.

PLEASE WRITE "THE STATE OF COLORADO IS SUBJECT TO GOVERNMENTAL IMMUNITY ACT, SECTION 24-10-101. IN ADDITION, THE STATE OF COLORADO IS SELF-INSURED PURSUANT 24-30-1501" on the accident form.

### **C. OBTAINING AUTHORIZATION FOR:**

1. Body repairs: Once the completed "accident form" is received by the accident section of Transportation Services, the accident personnel will call the state driver or SGS-LTER to set up an appointment to bring the vehicle to Transportation Services for estimates.
2. For back glass, door glass, vent glass, rearview mirrors (inside and outside), windshields broken by vandals or tires slashed by vandals, this damage is not considered usual wear and tear. The state driver must call Transportation Maintenance Assistance to set up an appointment for the vehicle to be dropped off for glass repairs. The glass and/or tires will be authorized provided the state driver faxes or sends the photocopy of the accident report (DRM-01) at a later time.
3. Mechanical repairs (accident damage such as running over something causing a hole in oil pan, gas tank, etc.) follow the body work instructions for accident mechanical repairs.

### **ROAD POLICY FOR CENTRAL PLAINS EXPERIMENTAL RANGE (CPER)**

The USDA-Agricultural Research Service (ARS) Central Plains Experimental Range (CPER) has an extensive 70-year history of rangeland research directed at understanding how land management and grazing practices affect above- and below-ground responses in the shortgrass steppe. Currently, there are over 57 ongoing experiments at the CPER. This number of studies, coupled with the need to protect the integrity of the CPER land area for current and future research needs, necessitates that all persons utilizing the CPER assist in efforts to protect the rangeland resource at the CPER. Therefore, we are requesting that all persons utilizing CPER:

- 1) refrain from driving any vehicle off of established roads,
- 2) adhere to the gate policy of closing a gate behind you if it was closed when you arrived (open gates can remain open), and
- 3) please help us keep the CPER clean by picking up litter/trash whenever possible and properly disposing of it.

Established roads are characterized by the complete lack of vegetation in the wheel tracks. A current map of the established roads can be found on the SGS LTER website map page: <http://sgslter.colostate.edu/maps.aspx>. When working in an area, vehicles should be parked immediately adjacent and parallel to the established road to facilitate travel on the road by other personnel. When turning a vehicle around, please back up until perpendicular to the road and then proceed forward to the road. In all cases, please minimize the area that is disturbed when turning vehicles around. To prevent degradation of established roads during wet conditions, please refrain from driving on roads unless travel is deemed absolutely necessary; if travel is warranted under these conditions, please use slow speeds to prevent splashing from puddles in

the road. Roads with vegetation in the wheel tracks are defined as 1) those that have been abandoned and are in the process of healing or 2) those which have been created without authorization; please refrain from driving a vehicle on these roads. If off-road travel is truly warranted for one-time sampling or other endeavors, the person(s) must request permission from Mary Ashby (Station Manager, CPER, 970-897-2226, or [Mary.Ashby@ars.usda.gov](mailto:Mary.Ashby@ars.usda.gov)) **prior to** any off-road driving. Failure to adhere to this policy will result in a written warning to the person(s) and his/her supervisor(s) for first time violation, and subsequent violations may result in the loss of use of CPER for the person(s). If you have any questions pertaining to this road policy at CPER, please contact the Scientist-in-Charge of CPER, Justin Derner, at 307-772-2433 x. 113, or [Justin.Derner@ars.usda.gov](mailto:Justin.Derner@ars.usda.gov).

### **TRAVEL ON THE PAWNEE NATIONAL GRASSLAND**

The Pawnee National Grassland has established motor vehicle travel controls in order to enable safe motorized travel while also protecting natural resources and minimizing conflicts with non-motorized uses. Specific rules are implemented by order of the Forest Supervisor and are available at the District Ranger's Office. A network of numbered roads will take you within easy walking distance to almost all parts of the Grassland. **FREE MOTOR VEHICLE USE MAPS FOR THE PAWNEE ARE AVAILABLE AT THE PNG Office at 660 O STREET IN GREELEY, OR ON THE WEB AT [www.fs.fed.us/r2/arnf](http://www.fs.fed.us/r2/arnf) or from the SGS LTER website map page <http://sgslter.colostate.edu/maps.aspx>.** Travel by motorized vehicles is authorized only on constructed roads, two-track roads, and specific areas designated for travel. Travel by motorized vehicles is not authorized on roads signed as "Administrative Use Only" or "Closed". Motorized vehicles must comply with State law. Open roads are shown on this map and are marked by a sign with a Forest Service shield and road number. To protect prairie vegetation and avoid soil erosion, motorized travel cross-country is prohibited unless authorized in writing by the District Ranger. Another exception is for over-snow travel by snowmobile. Cross-country hiking and horse travel is permitted and is an excellent way to enjoy the prairie.

Direct motorized vehicle access is authorized to suitable parking sites within 300 feet of an open road for recreation activities such as camping, picnicking, bird-watching, or hunting. Some roads are closed temporarily in the spring and early summer to minimize soil disturbance and protect wildlife habitat. Contact the District Rangers' Office for information on these closures.

Mountain bike riding is becoming a very popular activity on the Grassland. The best routes are two-track roads and constructed roads. Cross-country travel is not recommended, because tires may be punctured by cactus spines.

The majority of the Pawnee's roads can be traveled by high clearance vehicles. Sedans can travel many of the roads during dry conditions but are not suitable on rougher roads. Most Forest Service roads are not graveled. Many of the arroyos do not have bridges or culverts. Travel on wet un-graveled roads is discouraged, both for your own safety and to prevent damage to the road. Return to a graveled road if storms threaten. During heavy rains, even graveled roads can be impassable.

**TREAD LIGHTLY AND PROTECT THE ENVIRONMENT.**

**OBSERVATION OF VANDALISM OR INAPPROPRIATE ACTIVITIES**

If you see behavior on the PNG, the CPER or adjacent private land that may be dangerous to people/livestock/wildlife or damaging to personal property, please note date, time, location, license/tag number, vehicle description or other details, and report the activity to the appropriate law enforcement official and/or the ARS or PNG offices.

**911**

SGS-LTER Field Station – 970-897-2210

Mark Lindquist cell phone – 970-213-9576

ARS Field Station – 979-897-2226

USFS PNG Field Office – 970-353-5004

Colorado State Patrol – 303-239-4501

Weld County Sheriff - 970-356-4015

Fort Collins Police – 970-221-6540

Larimer County Sheriff – 970-686-7439

Road and Weather Conditions – 970-356-7420

Poison Control – 1-800-332-3073

Arson Hotline – 0 + 892-7766

DOW Game Warden (Troy Florian): 970-356-2753

West Ridge Animal Hospital (certified animal rehab): 970-330-7283