**Dartmouth Center for Social Impact (DCSI) Driver Training - Checklist**

We do cars two ways– we manage our own fleet of six vehicles, and we also rent extra cars as needed for programs through Enterprise. If you are driving for America Reads, Growing Change, SIBs, or SEAD you will typically only drive DCSI vehicles unless there is an extenuating circumstance. If you are driving for DREAM or OLE, you can expect to regularly drive both DCSI and Enterprise vehicles.

The week you drive, you will receive a confirmation email from your student director with your reservation information.

**DCSI Vehicle Logistics**

Reservations for the Center’s fleet of six vehicles can be made online at <https://veribook.com/viewAvail/eeQYFdEUDt> **. If you have not yet made a Veribook account**: (1) Please register with your Dartmouth email and (2) ensure that your "display name" should follow the format "Class Year\_Last Name\_First Name/" Example: 25\_Doe\_Matthew. On-line reservations are preferred and must be made 24 hours in advance. Same day reservations can be requested in person or via email, but it is unlikely a vehicle will be available.

Enterprise reservations must also go through DCSI and should be requested via email to Social.Impact.Cars@dartmouth.edu

Drivers are ultimately responsible for cancelling reservations. To cancel a DCSI vehicle reservation, navigate to the confirmation email you received from Veribook. Click the link near the bottom to “view or modify request”. You can easily cancel your reservation or make changes from there. To cancel an Enterprise vehicle reservation email or call DCSI via the Social.Impact.Cars@dartmouth.edu account. After hours (past 4:30 PM on weekdays) or on the weekend, you must inform the Center for Social Impact AND Safety & Security. Please cancel with over 24 hours in advance. Drivers who repeatedly do not show up for reservations will be subject to penalties and potentially lose their driving privileges. Failure to cancel a reservation may result in a charge to you or your program.

We’re open for key pick up on weekdays from 8:30 am – 4:30 pm. If you pick up keys from DCSI on a weekday, you will also return keys to DCSI. You pick up keys at the front desk on the second floor, by signing the car report and asking for your keys. You return the keys when you are finished back to the front desk. If return is after 4:30pm, you will deposit key in the DCSI drop box in the foyer of South Fairbanks. Keys cannot be picked up more than 15 minutes before a reservation unless specific arrangements have been made with DCSI staff.

 Safety and Security manages key pick up on weekdays before 8:30 AM and after 4:30pm. If you have a weekday reservation beginning before 8:30 AM or after 4:30pm, you should both pick up and drop off your keys at Safety and Security. Always make sure you return your keys to wherever you picked them up!

Safety & Security also manages key pick up and drop off on weekends, beginning Friday at 4:30pm through Sunday evening. If you have a weekend reservation, you will both pick up and drop off your keys at Safety and Security. Weekend reservations must be made by 3:00 PM on Fridays. NO RESERVATIONS WILL BE PROCESSED ON WEEKENDS.

There is a 15-minute window at the start of a reservation to pick up keys in case you run late. Our cars are in high demand, and if you are more than 15 minutes late to pick up your keys, we may release your car to another DCSI driver. Make sure to send us an email at social.impact.cars@dartmouth.edu if you’re going to be more than 15 minutes late. In addition, if you’re going to be more than 15 minutes late to return your vehicle, please send us an email or call our office.

Once you pick up your keys, you should look at the map on the car report or on the key pouch to see which parking lot your car is parked in. Our cars are parked in three different lots around campus: at the Chinese Language House, at LALACS, and between the Native American House/Moore Psychology Building. The cars have reserved spots marked with a sign. You should return your car at the end of your reservation to its reserved spot in the same parking lot you got it from.

If an unauthorized vehicle parks in your reserved spot while you are out, you should park in G-Lot behind the Life Sciences Center and immediately send us an email at social.impact.cars@dartmouth.edu so that we can let the next driver know. If you park illegally (ex. in a handicap spot or on the grass) all fines, and tickets are your responsibility.

Inside the key pouch for each vehicle are three important pieces of information: a gas card, driver guide, and emergency protocol. We require that all vehicles must be returned with a **FULL TANK** of gas. You can use the gas card in the key pouch at any local gas station. When you input it in the pump, it will ask you for two things: the mileage on your vehicle (so check the odometer before you get out), and the driver ID number. Our driver ID number is 6404. It’s the same for all DCSI vehicles, and it is always written on the driver guide if you forget. For Enterprise, the number will be in the pouch. In addition to the emergency protocol in the key pouch, there should be a larger emergency protocol in the glove compartment of each vehicle.

Many of our cars are hybrids and push start instead of key starts. To start a hybrid, press the brake pedal, and then push the power button on the dash. The electric engine doesn't make much noise – if the car is on you will be able to put it in gear. Make sure you remember to press the button to turn the car off.

The emergency brake for hybrids is typically on the driver’s side floor panel. DO NOT ENGAGE THE EMERGENCY BREAK UNLESS ON A HILL.

**Important Safety Rules**

No alcohol – open or closed containers- in DCSI or Enterprise vehicles—EVER! No food or drink is allowed in cars.

Seat belts must be worn by ALL occupants in DCSI or Enterprise vehicles. In NH, children under the age of 6 must use a car seat. In VT, children under the age of 8 must use a car seat. Children under 14 years of age are not allowed to ride in the front passenger seat.

No distracted driving. It is illegal to use handheld devices, including cell phones, while driving in Vermont and New Hampshire.

You may not use a DCSI or Enterprise vehicle for personal use, or any use unrelated to a DCSI program. For example, do not bring along uninvolved friends, or the non-enrolled siblings of children in our programs.

In the winter: New Hampshire’s Jessica’s Law requires drivers to clean the snow and ice from the car before getting on the road. This includes snow on the top of your vehicle, even if it doesn’t impede your view: it can slide off the vehicle into your windshield or onto the windshield of a car behind you. You can legally be pulled over and ticketed if your vehicle has not been thoroughly cleaned of snow.

In the winter: DCSI cars do not have winter tires. They have all season tires, so please break and accelerate with care during winter conditions. We will ground cars if we feel it is unsafe for students to be driving. You will be alerted by email if cars are grounded. If we haven’t grounded cars and you don’t feel comfortable driving in certain road conditions, take the safe route and cancel your reservation for the day.

**E350**

If you are driving an E-350 van, you ***MUST*** use a navigating buddy. Navigators must sit in the front seat next to the driver. Navigators are responsible for providing GPS/map support and need to get out of the vehicle to direct drivers whenever they need to back up or maneuver these larger vehicles in a tight spot. There will be an E-350 practice session required before a driver may operate the vehicle.

**Accidents/Emergencies**

Report damage to a vehicle immediately to the Center for Social Impact; take pictures with your cell phone if possible and email to Social.Impact.Cars@dartmouth.edu. Call AND e-mail the Center for Social Impact or Safety & Security if you have safety concerns.

In an emergency/criminal situation, please call 911 to obtain local support and then call Safety & Security to initiate the campus protocol for these types of situations. Make sure to also contact the center.

**Your Responsibilities**

If you lose the key to a vehicle, you will be responsible for the cost of replacing it (this could be as high as $300.00). If you lose the gas card, you will be responsible for paying the $10.00 replacement fee.

If there are car functioning concerns, you will complete a car report with time and initials as well as gas level, maintenance issues (such as the tire pressure light or check engine light coming on), or alternative parking information.

All parking or speeding violation fines and tickets are the responsibility of the driver. As a reminder, drivers can be ticketed on campus by both Safety and Security as well as law enforcement on campus.

**Enterprise Vehicles**

 Enterprise rentals are parked in A Lot.

Enterprise keys are now managed through DCSI, so you need to get the keys from the front desk at the center and then go to A Lot to pick up your vehicle.

Keys and gas cards should be returned to the drop box in A Lot. The drop box is located on the grassy divider by one of the telephone polls in the lot. It is only about three feet tall and can be hard to find, especially in the snow.

**Penalties for Violating DSCI Driver Rules**

1st violation: Warning to driver, and a mandatory
meeting with Administrative Assistant to review the rules.

2nd violation: Driver and Student Director will be required to meet with the Program Manager to maintain driving privileges.

3rd and subsequent offenses: Suspension of driving privileges for an appropriate period, to be determined on a case-by-case basis.

Violations of these rules and unauthorized or inappropriate use of DCSI vehicles may incur a loss of driving privileges for a period to be determined on a case-by-case basis. In cases of serious misappropriation of this resource, monetary fines and or referral to College Discipline Procedures or filing of criminal complaints may occur. Loss of eligible drivers (even for a short time) will greatly impact your program's ability to function!

**I have read and understand the DCSI vehicle rules and responsibilities. I agree to abide by these rules.**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Class: \_\_\_\_\_\_\_\_\_\_\_ Hinman: \_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_