

VEHICLE OPERATION GUIDELINES

Amherst College vehicles can only be operated by our faculty, staff and students

- If (2) or more vehicles are used, the “Trip Coordinator” shall ride in the last vehicle.

Vehicle Safety Inspection must be completed before vehicle is returned.

- Vehicle deficiencies must be reported to Campus Police at 542 – 2291.

Speed must not exceed the posted speed limit.

- Speed must be reduced for inclement weather.

Occupancy shall not exceed the number of seats and seat belts.

All occupants in the vehicle shall use seat belts.

Cargo shall be secured at the rear of the vehicle.

- All doors must be closed when the vehicle is in motion.
- If items extend out the rear of the vehicle, a red flag must be attached.

Alcohol and unprescribed medications (except for over-the counter) are prohibited

- Open medications that increase drowsiness are also prohibited
- Persons taking medications that increase drowsiness may not operate the vehicle

Avoid backing whenever possible.

- Drive through spaces,
- Back into spaces, or
- Use a spotter

Backing on to a highway is not permitted.

Directional signals must be used for all turns and lane changes.

Speed bumps and potholes must be driven over slowly.

Drivers must pull over for Emergency Vehicles

- Radio volume must be low enough to hear horns and sirens

Cellular phones shall not be used by the driver when vehicle is in motion

Occupants are not permitted to throw anything from the vehicle

Post-accident and break down procedures are in glove compartment.

The vehicle must be returned to the Campus Police clean and full of fuel.