SAFETY BULLETIN

Before You Start

Safety is our utmost concern. Our vehicles are carefully maintained to provide safe and dependable transportation. Each vehicle has a folder of information to answer any questions that travelers might have when away from campus.

Driver certification:
By signing for the vehicle and recording the state of the driver's license and expiration date, the driver certifies they are in compliance with all the requirements established by the Use of Vehicles for University Business Policy and:
- Is a paid Purdue employee
- Possess a valid US or Canadian driver's license.
- No one other than approved employees listed on the Form 1, who meet all requirements, are authorized to drive the vehicle.
- The vehicle will be used for approved university business.
- The vehicle will be driven in accordance with state and local laws and regulations.

Become familiar with the vehicle:
- Brakes (not all vehicles have ABS)
- Turn signals
- Seat adjustments
- Seat belts
- Windshield wipers/washers
- Horn
- Mirror adjustments
- Headlight switch/dimmer switch

Check key case for:
- Credit card for gasoline purchases and minor repairs.
- Instruction card for emergency repairs and accident procedures.

Check vehicle for:
- Indiana map (other maps are available upon request)
- Flashlight
- Black Transportation Service Information Booklet
- In Case of an Accident Information Sheet (Red)
- Ice scraper located in the driver's side door pocket (car), or behind the driver's seat (van).

Remember to:
- Abide by parking and traffic regulations.
- Observe commonly accepted rules of courtesy towards pedestrians and other vehicle/equipment operators.
- Properly care for the vehicle while it is in your possession.
- Secure the vehicle when it is unoccupied.

Remember, you are representing Purdue University. Please follow all safe and courteous rules of the road.