SAFETY BULLETIN

Safety Information for Rental Vehicles

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. Some of our vehicles also have Roadside Assistance provided by Ford and Chevrolet. Specific information is in the key case if needed.

For Your Safety...

Review current safety bulletins.

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

Check Key Case for:
- Credit card for gasoline purchases/ minor repairs
- Instruction card for emergency repairs/ accident procedures.

Check the Glove Box for:
- Indiana Map (other maps are available upon request)
- Flashlight
- In Case of an Accident Information Sheet (Red)
- Black Transportation Service Information Booklet

Ice Scraper should be in the driver’s side door pocket (car), or behind the driver’s seat (van).

During the Trip...

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 custody.

Secure the vehicle when it is unoccupied.

Return the vehicle at the appointed time.

In case of an accident, follow the guidelines in the Accident Information Sheet (red) located in the glove compartment. Notify local police authority, Transportation Service, and Risk Management.

Adhere to University Smoking and Drug / Alcohol policies while in a university vehicle.

Operate and park the vehicle in a manner that will reflect favorably on Purdue University.

Remember, you are representing Purdue University.

Please follow all safe and courteous rules of the road.
**Safety Bulletins**

In the interest of safety, we periodically share informational bulletins on specific safety topics. We hope these are beneficial to all staff and are reminders that driver safety must be a priority.

♦ Before You Start
♦ Driver Fatigue
♦ Habits Are The Key To Safe Driving
♦ Make Sure They See You
♦ Pay Attention: When our minds go on Automatic Pilot
♦ Prevent Backing Accidents
♦ What You Don’t See Can Kill You
♦ Seeing Far And Wide
♦ Winter Driving
♦ Seat Belts Save Lives

**Accidents / Breakdowns**

**In Case of an Accident**

⇒ **Stop immediately.** Do not move vehicle unless investigating officer gives permission.

⇒ **Call appropriate law enforcement authorities** (highway patrol, police, sheriff, or other authority). No one should leave the accident scene until released by police authority.

⇒ **Obtain medical assistance for anyone injured.** Do not render first aid unless you are trained.

⇒ **Exchange information with other driver(s).**

   See red form, "In Case of an Accident", in the glove box or in the Black Transportation Service Booklet.

   a. Driver name, address, city, state, zip, phone number
   b. Driver license number and date of birth
   c. License plate number, state and year
   d. Make, model, year, color of other vehicle

⇒ **Obtain name & badge number of police officer.**

⇒ **Obtain name of other vehicle insurance provider.**

⇒ **If there is an injury, or your vehicle is not drivable, Report the accident to Transportation Service immediately** (494-2114 or 1(800) 213-3626) and Risk Management, FREH Hall (494-1690).

⇒ **If your vehicle is safe to drive, continue on your trip.** Inform Transportation Service personnel of the accident as soon as you return to campus.

⇒ **Take all accident information to Risk Management**, Freehafer Hall upon your return to campus. (Monday through Friday 8am – 5pm) Please call ahead – 494-7695

**In Case of a Mechanical Breakdown**

❖ Get vehicle off the road and to a safe location if possible.

❖ Call Transportation Service at 494-2114, or 1(800) 213-3626 (day or night). Transportation Service staff will advise you as to the necessary procedure to repair or replace the disabled unit.

❖ If vehicle can be driven safely, continue on your trip as planned, and inform Transportation Service upon returning to campus.