

## GPS PROCEDURES FOR USE OF DIVISION FLEET VEHICLES

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The Division of Geological and Planetary Sciences maintains a fleet of six specially equipped vehicles for the exclusive use of its faculty, students and staff for educational, research or professional activities. *Attachment 1* is a list of all the vehicles in the Division fleet at this time. Conditions for the use of these vehicles are noted in the Institute Motor Vehicle Use policy and the GPS procedure set forth in this writing.

### **Who Can Request GPS Vehicles:**

Only members of the Division who are on the approved driver list may use fleet vehicles on Institute business. Those requesting to drive the vehicles must abide by the Institute Motor Vehicle Use Policy. To get on the approved driver list, fill out the forms on pages 5 and 6 of this document and turn them in to [Mark Garcia](#) along with a copy of your driver's license. Once approved, participate in the Division's driver orientation with [Mark Garcia](#). Those who may need to drive a Division vehicle are encouraged to complete this process well in advance since the approval process takes a few days. Vehicle reservations are normally prioritized in this way:

1. Geology field classes
2. Faculty research (faculty member is present on trip)
3. Meetings and conferences
4. Graduate student research charged to a grant or contract
5. Graduate student research charged to the student's personal account.
6. Institute policy prohibits the use of Division vehicles for personal business

### **Reserving a Vehicle:**

Requests for vehicles can be made by filling out a Division Vehicle Request Form. This online form may be navigated to from the Field Vehicles Availability page at <http://www.gps.caltech.edu/academics/field-trips/field-vehicle-availability>. Please check the calendar on the Field Vehicles Availability page to see if a vehicle is available on the date desired prior to completing a request form.

Normally, there are enough vehicles to accommodate the desired activities for a given period. If conflicts arise, requests are accepted first by priority according to the above list, and then by the date of the request. The earliest request will normally receive a confirmed reservation. Scheduling conflicts occurring over the given period should be resolved between the faculty members. Vehicles are not reserved until a confirmation e-mail has been received from [Mark Garcia](#).

### **Staging of Vehicles:**

The Division vehicle fleet is parked in the California Blvd. parking structure located beneath the baseball field. Prior to staging for departure on a field excursion, the TA or faculty member can pick up the keys for the vehicle(s) and move them from the parking structure to the vehicle staging area. Division vehicles are staged for departure in the straight section of the driveway located on the south side of the Arms Building. (Note: if several vehicles are involved, the Research Technician may assist in the moving of

vehicles from the parking lot to the driveway south of Arms Laboratory.) Overnight parking is not allowed in the driveway.

### **Credit Cards:**

At departure, vehicle keys along with a field supply room key (all equipment is to be cleaned and put away immediately upon return), and credit cards—which may be used only for gasoline purchases—are issued to the certified driver of each vehicle. The cards and keys are coded to each vehicle and should not be used to purchase gasoline for other vehicles. Drivers should clearly sign for all purchases and keep all signed receipts for gasoline and other services in the credit card pouch.

### **Vehicle Log Book:**

Prior to the start of the trip, the driver should also fill in the general information about the trip and the starting mileage on the trip ticket in the vehicle log book. The log book will be given to the driver along with the credit cards and keys. The trip ticket provides the Research Technician and the mechanics with information about the trip which assists in billing for vehicle use and troubleshooting problems with the vehicle. Any problems with vehicle performance encountered during the trip should be recorded on the trip ticket. Repairs are made from information logged on the trip ticket.

### **Field Equipment:**

Each vehicle is released to the certified driver with a fully stocked first-aid kit and auto tool kit located in the vehicle. If items are lost from the tool kit during the trip or if the first aid kit is used, **the driver should also note this in the forms that are in the first aid kit and tool box so that the kits can be restocked.** These sheets are to be left in the boxes and will be collected by the Research Technician. Other field equipment and camping gear are stored in room B182 Arms, just inside the double doors to the loading area on the southeast side of the building. Any field equipment to be taken on the trip can be moved easily by trip participants from this convenient location to the vehicle staging site. Research field equipment is stored in the cage. Please check with the Research Technician.

### **Driver Responsibilities:**

Refer to the Institute Motor Vehicle Use Policy: Driver responsibilities, section #5

Vehicles may be tracked with GPS technology, both to pinpoint vehicle location and to monitor safe driving practices, including speed. Drivers who blatantly violate speed regulations as recorded by the GPS log will have their driving privileges suspended for one year. Given existing speed regulations and uncertainties in GPS velocities, vehicles traveling at 80 mph or more for more than 10 minutes at a stretch will be deemed to have blatantly violated speed regulations.

Charges for parking tickets/traffic violations (including FasTrak violations) are the responsibility of the driver.

Smoking is prohibited in Division Vehicles.

### **Returning a Vehicle:** (as of April 1, 2013)

Upon arrival from a trip, it is the TA's or researcher's responsibility to:

- Return the field equipment and camping gear to room B182 Arms.
- Clean and vacuum inside the vehicle with a shop vacuum provided in the field equipment storage room.
- Wash the vehicle with a hose located by the Arms driveway. If there is excessive mud and debris on the exteriors, the TA/researcher will clean the vehicle at the carwash.
- Refuel the vehicle with gas.
- Return the vehicle to the first level of the underground parking structure #3 on California Boulevard.

Rear seats and other items removed from the vehicle for the trip should be returned to the vehicle. Keys, credit cards, fuel receipts, and the completed trip/mileage card should be returned to the Research Technician in room 170A Arms. After office hours, keys, credit cards, receipts and trip tickets may be returned via the locked boxes inside room 170 Arms.

### **Insurance and Emergency Information:**

Caltech provides its own insurance coverage for vehicles in the Geology Division vehicle fleet. The Certificate of Insurance is included in a vehicle packet located in the vehicle book. New drivers should familiarize themselves with this information. If a vehicle is involved in an accident, the following procedures should be followed:

1. Required information in the event of an accident is posted on the vehicle dashboard.
2. Aid anyone who might be injured.
3. Do not automatically admit fault. (This is a matter to be determined by the proper authorities after review of all the facts.)
4. Identify yourself and show your driver's license and registration card to the driver of the other vehicle. Obtain the same information from the other driver.
5. Notify local law enforcement authorities or the Highway Patrol.
6. Fill out an accident report at the scene of the accident, if possible, (see *Auto Accident Report Form* below). Return it to the Division Operations Officer (DOO). The DOO will see that copies are provided to the Insurance Office. Call the Institute Insurance Office at (626) 395-6878 as soon as possible.
7. Emergency telephone contact to Caltech Security is located on the dash board of each vehicle.

Revised June 22, 2018

**CALIFORNIA INSTITUTE OF TECHNOLOGY**  
Division of Geological & Planetary Sciences

**VEHICLE FLEET DESCRIPTION**

<b>Vehicle #</b>	<b>Description</b>	<b>Passengers</b>	<b>Other Equipment</b>
1533	2007 Ford Expedition EL	2 to 9	4WD, A/C
1547	2014 GMC Yukon	2 to 9	4WD, A/C
1555	2023 Ford Expedition XLT Max	2 to 8	4WD, A/C, CB Radio
1556	2023 Ford Expedition XLT Max	2 to 8	4WD, A/C, CB Radio
1557	2024 Ford Expedition XLT Max	2 to 8	4WD, A/C, CB Radio
2508	2011 Ford Crew Cab PU	2 to 6	4WD, A/C, Winch, Camper Shell

# California Institute of Technology Driver Approval Form

All drivers must complete and sign before operating an Institute-owned or leased vehicle.

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Driver Name: \_\_\_\_\_ UID: \_\_\_\_\_

Phone: \_\_\_\_\_ CA Licenses - Date of Hire: \_\_\_\_\_

Email: \_\_\_\_\_

Division/Department: \_\_\_\_\_ Mail Code: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Have more than four years' experience driving in the U.S.? \_\_\_\_\_

21 years old or older? \_\_\_\_\_ 75 years old or older? \_\_\_\_\_

Previously been denied authorization to drive an Institute vehicle for any reason? \_\_\_\_\_

Will be driving a type of vehicle with which you have little or no experience? \_\_\_\_\_

Will be driving off-road or in other unique circumstances for which the division/department requires training? \_\_\_\_\_

Any moving violations/citations/points in the last three (3) years: \_\_\_\_\_

If yes, please provide detail: \_\_\_\_\_

**I certify that the above information is to the best of my knowledge true and correct and that I have read the Caltech Vehicle Use Policy and agree to act in conformance with its terms and conditions.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\*\*\*Please return form to Division Administrator or Administrative Department Coordinator\*\*\*

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Administration Use Only Below Line  
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**Motor Vehicle Records Check Completed  
by Security:** \_\_\_\_\_

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

**Driver Training Completed (if applicable):** \_\_\_\_\_

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

**Driver Approved by:** \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

## DISCLOSURE REGARDING DRIVING RECORD

Driver Name: \_\_\_\_\_ Date: \_\_\_\_\_

Driver License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date:  
\_\_\_\_\_

I understand and approve the California Institute of Technology (Caltech) obtain a driving history report about me and the information contained in the report may be used in whole or in part for the purpose of evaluating and determining my eligibility to drive an Institute vehicle. The report(s) will include the following types of information:

Driving Record

The agency preparing the report identified above is:

Validity Screening Solutions  
P.O. Box 860443  
Shawnee, KS 66286-0443

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

**CALIFORNIA INSTITUTE OF TECHNOLOGY**  
Division of Geological and Planetary Sciences

**DRIVER ORIENTATION FORM**

(Print name) \_\_\_\_\_ has successfully completed the required orientation to the Division vehicles, including:

- |  |                                   |
|--|-----------------------------------|
| _____ 1. Vehicle familiarization       | _____ 5. Special equipment        |
| _____ 2. Seat belts/safety features    | _____ 6. Automatic shift          |
| _____ 3. Changing tires                | _____ 7. Two/four wheel operation |
| _____ 4. Accident/emergency procedures |                                   |

I have read the Institute Motor Vehicle Use Policy and recognize my responsibility for safe and proper operation of all Division vehicles. I will comply with all rules of the Institute, and all applicable state and local laws.

(Sign Name): \_\_\_\_\_ Division: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State Issuing: \_\_\_\_\_

Authorized GPS Signature: \_\_\_\_\_ Date Examined: \_\_\_\_\_

*Attached: Institute Motor Vehicle Use Policy  
GPS Vehicle Procedures*

*Revised March 16, 2012*



# California Institute of Technology

*Division of Geological and Planetary Sciences*

## Vehicle Request Form

For Business Use Only

**Requester's Name \***    
First Name Last Name

**Requester's E-mail \***   
Please enter an e-mail address ending in "caltech.edu"

**Requester's Telephone \***  -   
Area Code Phone Number

**Date of Request \***  -  -    
Year Month Day

**Destination and Purpose of Trip (please include class number) \***

**Are all required permits for this trip in place? \***

**Departure Date \***  -  -    
Year Month Day

**Return Date \***  -  -    
Year Month Day

**Faculty Sponsor's Name \***



**Account to be charged \***

**Vehicle Driver Name(s) \***

**Division Vehicle(s) Requested (if specific vehicles are desired)**

**Will you be driving off maintained roads? \***

- Yes  
 No

**Special Equipment Needed (Winch, tow rope, etc.)**

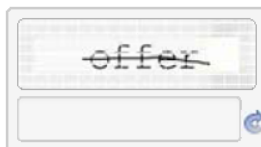
**Will you use a satellite phone for this trip? \***

- Yes  
 No

**Will you require a GARMIN Satellite Communicator for this trip? \***

- Yes  
 No

**Enter the message as it's shown \***



Submit

**CALIFORNIA INSTITUTE OF TECHNOLOGY**

Division of Geological and Planetary Sciences

**SAMPLE TRIP MILEAGE CARD**

Date:

CIT Vehicle No.:

Driver:

Purpose of Trip and Class No.:

Mileage on Odometer Starting: Ending:

Comment/Service Request:

Mechanics Noted Comments:

Date:

# Auto Accident Report Form

*Keep In Your Glove Box*

When an accident occurs:

First Steps	While Still At the Scene
<ul style="list-style-type: none"><li>• Remain calm</li><li>• Get to a safe place</li><li>• Check for injuries</li><li>• Administer First Aid</li><li>• Call police/EMT</li></ul>	<ul style="list-style-type: none"><li>• Get as much information as possible on this report.</li><li>• Take Pictures</li><li>• When the police come, cooperate and tell them what you know.</li></ul>

## Accident Details

Day/Date/Time AM/PM	
Weather/Road Conditions	
Location of Accident	
Accident Details	

## Damage Descriptions

Your Vehicle	Other Vehicle
Towing Company Name & Phone	Towing Company Name & Phone

## Other Driver/Vehicle Information

Owner's Name:	
Owner's Address:	
Owner's Phone:	
Vehicle Make:	
Vehicle Model & Year:	
Vehicle Color:	
License Plate Number	
Insurance Company:	
Agent Name & Phone:	
Other Drivers Name:	
Other Drivers Address:	
Other Drivers Phone:	

**FORM CONTINUES ON BACK OF PAGE**

**Passengers/Injuries:**

Your Vehicle	Other Vehicle
# Passengers:	# Passengers:

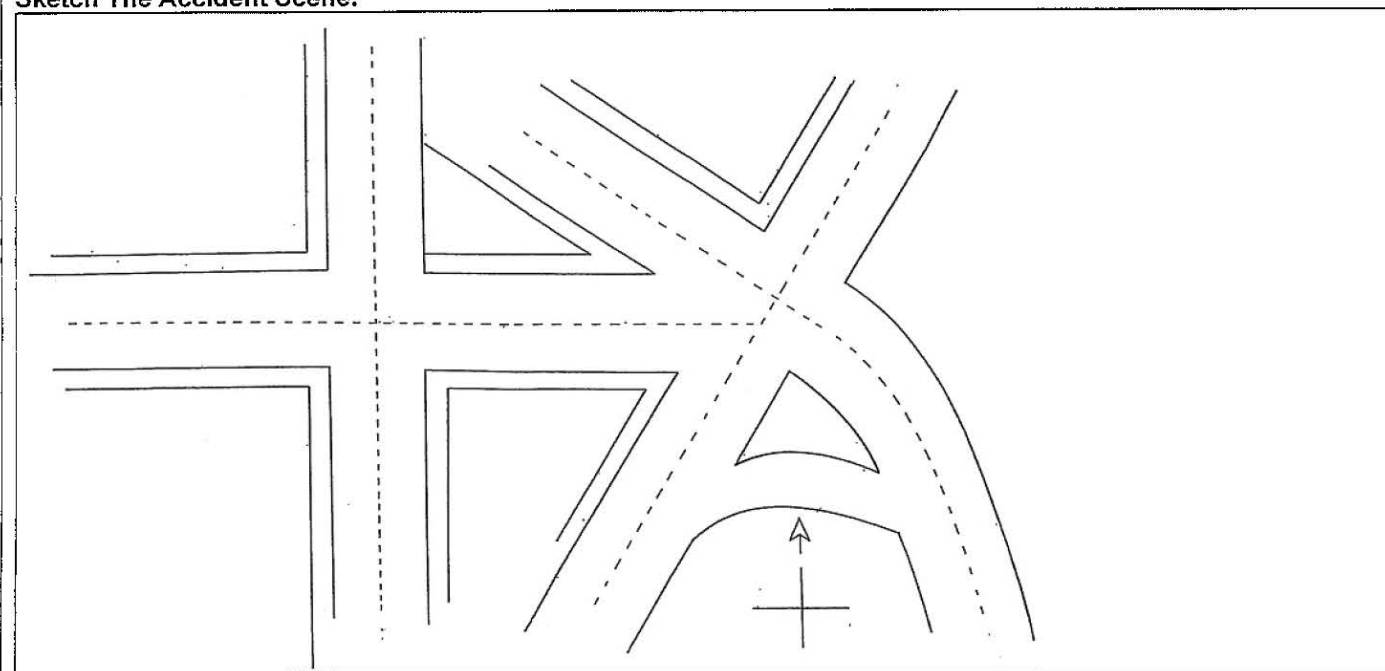
**Police Information**

Officer Name:	
Department:	
Phone:	
Badge Number:	
Other Info:	

**Witness Information**

Name:		Name:	
Address:		Address:	
Home Phone:		Home Phone:	
Work Phone:		Work Phone:	

**Sketch The Accident Scene:**



# CALIFORNIA INSTITUTE OF TECHNOLOGY

## Division of Geological and Planetary Sciences

Both kits are equipped with the following items, please mark the item(s) used or missing.

### TOOL BOX KIT

- Jumper Cables
- Packet of Wrenches
- Socket Set
- One Roll Duct Tape
- Phillips/Flat Tip Screw
- Pliers/Channel Locks
- Crescent Wrench
- Tire Gage
- Five Road Flares
- Vice Grip Pliers
- Flashlight

### FIRST-AID KIT

- Adhesive or paper tape
- Antibiotic ointment, individual foil packs
- Antiseptic, bottle of hydrogen peroxide
- Aspirin and non-aspirin, individual packs
- Benadryl stick
- Bleeding control kit
- Cold compress
- Emergency blanket
- Feminine hygiene products
- Non-latex gloves
- Twenty steri-strip bandages
- Six non-stick pads
- One compress bandage/blood stopper
- One large Ace bandage
- Instruction card splint use & general first aid
- Motion sickness tablets
- Pocket mask
- Saline solution for eye & wound irrigation
- Scissors
- Sling (muslin triangle)
- One foot & leg inflatable splint
- One full arm inflatable splint
- One full leg inflatable splint
- Tweezers