



# 4-H Driver Training

## Environmental Health Safety and Risk Management



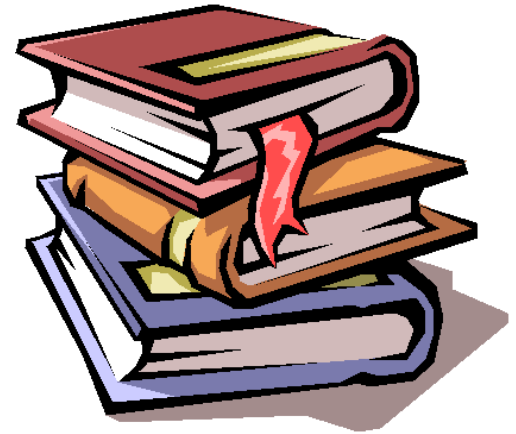
# Overview

- References
- Volunteer Drivers
- Driver Responsibilities
- Vehicle Insurance
- Who's Insured For Injuries?
- Privately Owned Vehicles
- Accident (Incident, Reporting, and Notification)
- Rental Cars
- Inclement Weather Driving
- Personal Safety
- Stranded
- Summary



# References

- [Alaska Statute 28.15.021](#)
- [Alaska Statute 28.15.101\(d\)](#)
- [AAA Exchange](#)
- [UAF Transportation Guide](#)
- [The Travelers Company Inc.](#)



# Volunteer Drivers

- The state of Alaska requires drivers to have a valid Alaska Driver's license [\(Alaska Statute Title 28. Motor Vehicles 28.15.021\)](#)
  - Non-residents must obtain an Alaska license within 90 days of being in state
  - Members of the armed forces and their spouses with out of state licenses are exempt
- International drivers are required to obtain an Alaska license. [\(Alaska Title 28. Motor Vehicles 28.15.101\(d\)\)](#)
  - License will be issued for the duration of authorized stay



# Volunteer Drivers - Types of Drivers

## Volunteers driving privately owned vehicles

- Ensure driving meets the core mission of the university and 4-H
- Meet **Safe Driver Criteria**
  - Poses current and valid Alaska drivers license
  - Be 21 years of age
  - Three years licensed experience
  - Have not been convicted within last **three** years for DUI, two or more moving violations, reckless driving, or two or more at fault accidents
  - Complete UAF Drivers Training
- Complete Category 1 form, provide all information requested and have 4-H Agent sign/approve the form
- DMV records from states residing in for the last three years
- If a volunteer does not meet the above criteria, the 4-H agent or 4-H Director will decide if the volunteer is allowed to drive for 4-H events.

Contact [Risk Management](#) for further guidance

[Click Here Driver Forms](#)



# Volunteer Drivers - Types of Drivers

Volunteers driving UAF vehicles or a rental

- Ensure driving meets the core mission of 4-H and the university
- Posses current and valid drivers license
- Complete the Driving Waiver Approval Form and meet qualifications:
  - Be 21 years of age
  - Complete Category 1 form and have 4-H Agent sign/approve request
  - Have 3 years licensed experience
  - Be in compliance with licensing and insurance requirements
  - Provide DMV records from states residing in for the last **three** years
  - No DUI, No reckless driving, no infractions in the last 3 years
  - Complete UAF Drivers Training
- Submit the Waiver Approval Form to Risk Management with all of the additional paperwork attached

[Click Here Driver Forms](#)



# Driver Responsibilities

- Do not be alone with a minor unless you're the parent or guardian - Follow the **“Rule of Three”**. If this is not possible,
  - Contact parent or guardian and provide estimate time leaving and arriving; OR
  - Have parent or guardian on phone for duration of the trip
- Ensure you and all of your passengers wear seatbelts
- Do not use a cell phone or text while driving
- Do not operate motor vehicle under the influence of alcohol or drugs
- Report all accidents, injuries, or damages to your vehicle or rental to a 4-H agent. For UAF vehicles report accidents or damage to Facility Services Transportation Department (x7000)
- Citations and fines are the drivers responsibility
- Be courteous and respectful when driving “You represent 4-H, CES, and the university



# Vehicle Insurance

- The university self-insures for **physical damage** to UAF owned, leased, and rented vehicles up to 10 years old
- There is a departmental deductible \$2,500 per accident regardless of fault when using UAF vehicles or rentals
  - However, if the accident is not fault of a 4-H volunteer, UA Claims will work to recover all costs from the driver at fault and return the deductible amount to the department
- UAF **does not** insure privately owned vehicles. If you decide to use your vehicle for 4-H purposes, your vehicle's insurance is primary for physical damage





# Vehicle Insurance

- Vehicle insurance coverage exceptions:
  - The driver and/or department may be responsible if:
    - The vehicle is operated in violation of university policy, procedure, or regulation
    - Deviation from official business resulting in a loss or claim
- [UAF Insurance Information](#)

**Note: All cases will be individually reviewed to determine insurability**





## Who is Insured For Injuries?

- In all injury cases involving UAF-owned, leased or rented vehicles:
  - **4-H Employee**: Workers' Compensation coverage is provided for an employee in the course & scope of employment
  - **4-H Volunteer**: Workers' Compensation coverage is provided for volunteer in the course & scope of employment *Be sure your area director has completed volunteer paperwork, and verify if you may need a driving waiver*
  - **4-H Participants** : UA insurance does not cover passengers who are not employees or volunteers in the course & scope of employment

**Note: All injuries will be individually reviewed to determine if Workers' Compensation applies.**

## Who is Insured, cont'd

- **Other**: Transportation of passengers who are not UA employees should first be cleared through UAF EHSRM.
  - UAF does not carry insurance for non-employee passengers
  - Transportation of non-affiliated passengers in UA vehicles is strongly discouraged, unless the individual has access to personal accident insurance or is entitled to Workers' Compensation coverage through his/her employer or institution
- **Insurance Information**



# Privately Owned Vehicles (POV)

- If you choose to drive your POV, be sure your vehicle insurance will cover costs for an accident that occurs for 4-H business
- UAF **does not** provide any physical damage coverage for your POV. Your personal insurance carrier would cover damages
- If you are pulling a UAF or your own trailer with your POV, your vehicle's insurance will be primary for the damage
- If you are transporting **PASSENGERS** in your own vehicle, your vehicle's insurance will be primary



# Involved in an Accident

- Render or summon emergency services if needed (911)
  - Do not move an injured person unless they are in imminent danger
- Avoid moving vehicle unless there is a compelling safety reason, or instructed by a law enforcement officer
- Cooperate with authorities. Provide factual and direct answers
  - Avoid providing subjective perceptions and opinions
  - Never admit liability or fault



# Accident Reporting

- Record the police report number and obtain a copy of the report.
  - Keep record for your personal files.
- If you hit a parked car, leave pertinent information on the parked car's windshield.
  - Your name and telephone number
  - Date, time and place of accident
- Report accident to your 4-H agent and they will report the accident on-line

[Incident Reporting.](#)



# Accident Notification

- It is essential if you are in an accident to follow the accident notification procedures below:
  - **INJURY** accident - if needed call 911 then, if possible notify your 4-H agent and they will submit an [incident report](#) online. If you are hospitalized, there is a death, dismemberment, or eye injury your agent will call EHSRM at:
    - Work Hours: 907-474-5476 or 907-474-6164
    - After Hours: 907-474-7721 - University Dispatch will notify EHSRM
  - **PROPERTY** damage - Agent submit an [incident report](#) within 48-hours
  - **3<sup>rd</sup> PARTY** motor vehicle accidents - Agent submit an accident/incident report as soon as possible, but within 24 hours



# Rental Cars

- Before leaving the rental car parking lot and upon returning the vehicle
  - Perform a detailed vehicle inspection - take photos of the vehicle, if possible, to record the condition of the vehicle
  - Record all noted deficiencies and bring them to the attention of rental agency
  - **NOTE:** Often times, claims are very difficult to resolve if a detailed inspection is neglected
- Remember renting vehicles in foreign countries may require special insurance. Contact [EHSRM](#) for any questions or concerns





# Inclement Driving Conditions

- **Slow down!**
  - Posted speed limits are for “ideal” weather & maximum visibility
  - Posted speed may not be valid in poor conditions; A citation could be issued by law enforcement authorities
- Before you go . . . completely clear vehicle of snow and ice!
- Use caution, bridges and overpasses freeze before other road surfaces
- Beware of “black ice” on dry roadways

[More tips on Inclement Weather Driving](#)



# Personal Safety

- If your planning to build your own bag the link below is a good start
- For remote areas don't forget to take extra money

## [Survival Kit Information](#)



# Stranded

- Stay with the vehicle, it will provide shelter
  - It is easy to become disoriented and lost in blowing, drifting snow and white-out conditions
- Tie a bright-colored cloth to your antenna in the event of snow drifts
- Turn on the car's engine for about 10 minutes each hour with the heater running
- Beware of carbon monoxide poisoning. Don't fall asleep and keep the exhaust pipe clear
- Avoid overexertion and fatigue
- Conserve cell phone power



# Summary

- Contact EHSRM for any assistance with
  - Insurance
  - UAF Driving Waiver Approval Forms
- Drive safely and always wear seatbelts
- Know how your vehicle handles and be prepared for the unexpected
  - Test drive before you go!
  - Grab a survival bag and pack extra cold weather clothes
- Remember you represent 4-H, CES, and UAF



# UAF Emergency Response Contacts

- In an Emergency: **CALL 911**
- 4-H Contact
- Campus Hotline: (Fairbanks) 907-474-7UAF (7823)
- Facilities Services: (Fairbanks) 907-474-7000
- Emergency Information: [www.uaf.edu/alert](http://www.uaf.edu/alert)
- Safety Information: [www.uaf.edu/safety](http://www.uaf.edu/safety)



# QUESTIONS?

To take your test use link below

[Drivers Training](#)

