

DRIVING A UT GEOSCIENCES VEHICLE

I. All drivers need:

- A. A Texas Drivers License (TDL).
- B. Employment by the University of Texas – graduate students must be appointed as either a T.A. or G.R.A.; those supported on Fellowships are not covered by Workman’s Compensation and are thus not eligible to drive.
- C. A vetted driving record. This procedure can take up to 4 weeks and is initiated by Danny Vinzant, Rm. 2.120. He needs your TDL number and date of birth.
- D. A reserved vehicle. Reservations forms are available from Lou Harwell, Rm. 2.106. A reservation calendar is posted on the Jackson School event calendar web site at:
http://www.calendarwiz.com/calendars/calendar.php?cat_current=22883&crd=jsgcalendar& in the “Geology Field Trips” category.
 - Requests should be made at least one week in advance of the trip.
 - Vehicle use is currently \$0.44/mile, to be paid for from an account or by personal check. The rate will change sometime this fall to ~\$0.53/mile.
 - Vehicles are for University business only.
- E. Keys & credit cards, available from Lou. All credit cards must be signed out.
- F. Passenger liability waivers. All persons riding in UT vehicles must *sign and submit (to Danny) a UT liability waiver*. All passengers must have *health insurance* and must indicate such on a form submitted to Danny prior to field trips. He will purchase single or multi-day coverage for trip participants who do not have health insurance.

II. Driving:

- A. Safety First!!
- B. Drivers pay their own tickets; obey the rules of the road.
- C. Passengers and drivers must wear seatbelts at all times; driver is responsible for seeing this is so.
- D. No open alcoholic beverages are permitted in UT vehicles at any time.
- E. Driving is not permitted between midnight and 6 AM.
- F. Update the vehicle logbook DAILY.

III. Upon return:

- A. Park in a UT vehicle spot behind the geology building.
- B. Make sure that the vehicle *logbook is filled out and contains any gas receipt(s)*. The logbook must contain **daily** entries for date, starting and ending mileage, amounts of gas/oil purchased, and driver’s name.
- C. *Clean the vehicle*. Remove all trash; vacuum and wash as necessary at the UT carwash.
- D. Return any Dept. equipment to its proper home.
- E. Return keys and credit card(s) to Lou or place in the drop box on the door to Rm. 2.106. Do this *immediately upon return*.
- F. Provide Lou and/or Roger Gary with a note or email describing any problems you encountered with the vehicle. We rely on you to spot vehicle problems; no concern is too trivial!