



GOing Forward

Keeping you current with VanGo™ & CarGo™ News

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Road Construction Update

With the start of summer, there are three large road construction projects that will be affecting traffic over the next year and a half.

Work to Begin on Interstate 25 Climbing Lane Project Berthoud Hill

Starting the week of May 16, 2016, crews began working on the Interstate 25 Climbing Lane project, spanning from mile point 245.87 to mile point 249.84. This project will add a third lane on the inside southbound side of I-25 to provide trucks and oversized vehicles an additional travel lane. The additional lane will provide relief to motorists and improve overall traffic operations by reducing delays caused by inadequate passing opportunities and allowing for two lanes of free-flowing traffic. Additional work items include:

- Mill and overlay
- All northbound and southbound lanes
- Widening the bridge at Valley Road
- Excavation, embankment and drainage improvements along the corridor.

Fast Facts

VanGo™ Statistics

63 Routes in Operation

324+ Riders

VanGo Anniversaries

Kerry Minchow - 21 years!!!

Lynn Garst - 20+ years!

Abigail Flores - 20+ years!

Park Smart, Good Start Keep your car safe while you're away...



Safety Tips:

Don't leave valuables in sight when parking at a Park & Ride - take them with you or lock them in your trunk.



Travelers should expect shoulder closures during road improvements. Speed limits through the project work zone will be reduced to 65 mph. No

Always lock your vehicle.

Park in a well-lit area.

Clear your glove box of documents which could lead to identify theft or a break-in at your home.

For non-emergency:

Larimer County Sheriff

970-416-1985

Weld County Sheriff

970-356-4015

VanGo™ Van Cleaning

VanGo™ Coordinators are responsible for keeping the exterior and interior of their van clean. Van cleaning must be done once a month or more frequently as needed. With prior authorization from the VanGo™ staff, carpet may be cleaned annually. Only the standard inside and out cleaning is allowed at approved car wash providers. A complete listing of carwash providers is below. For safety and visibility reasons, VanGo™ vans must be kept clean both inside and out.

VanGo™ Approved Wash & Cleaning Locations

All van cleaning receipts must be placed in the black saddle bag provided for that purpose.

Greeley Locations

RC Auto Detail:

Located at 2015 2nd Ave., Greeley, CO 80631. The standard interior and exterior cleaning is the only service allowed without prior approval. ***Give the attendant on duty the van number so the VanGo™ Program can be billed for the cleaning.***

Westside Car Wash:

Located at 4625 W. 29th St. in Greeley, CO 80634. A swipe card can be obtained from the VanGo™ program to operate the AUTOMATIC DRIVE THRU car wash. Exterior cleaning ranges from \$2.50 - \$4.00. The VanGo™ program is then invoiced monthly for the swipe card transactions.

- vehicle width restrictions are predicted during this project.
- **Daytime construction:** 7:00 a.m. - 5:30 p.m., Monday - Friday
 - **Nighttime construction** (for the mill and overlay): 9 p.m. - 5 a.m. starting Sunday, May 22
 - Expect single lane closures for both northbound and southbound traffic.
 - ***This project is expected to be completed by spring 2017.***

Prospect Road Access to I-25

Fort Collins Engineering and Utilities are teaming up to replace a structurally deficient bridge across Boxelder Creek and improve storm drainage in the area west of Interstate 25. Utilities' major flood control project includes a new channel that will direct floodwater under Prospect Road to the Poudre River and six new 4x12-foot concrete box culverts under Prospect Road, which will replace the existing bridge.

- Impact: Prospect will be closed in both directions from the NW Frontage Road to just east of Summit View Drive. Hageman Earth Cycle, 3501 E. Prospect Road, will be accessible throughout construction. Traffic will be detoured to I-25 and exits for Mulberry Street and Harmony Road
- Cost: \$5.7 million
- Additional information: <http://www.fcgov.com/utilities/what-we-do/stormwater/drainage-improvement-projects/boxelder-stormwater-improvements>
- The remaining channel grading and other work located north and south of Prospect will be completed by the end of November.

I-25 Crossroads Bridge

This project will replace the 2 bridges on I-25 that cross Crossroads Boulevard. The new bridges will accommodate future widening of I-25. Timeline of this project will be released in more detail after the bids are open and a contractor is chosen:

- No firm timetable has been established for construction yet.

For more detailed information, please click on the link: <https://www.codot.gov/projects/northeastern-projects>

Bicycle Friendly Driver Certification Course

The City of Fort Collins' FC Bikes Department has recently launched a Bicycle Friendly Driver program. The 90 minute interactive course educates drivers on the safest ways to share the road with bicyclists and certifies participants as "Bicycle Friendly Drivers" upon completion.

Taught by Bicycle Ambassadors and developed by FC Bikes and Bike Fort Collins, the course will address driver-specific bicycle safety topics, including:

- common crashes and how to avoid them
- the safest way to share the road with people on bicycles
- what's legal for drivers and bicyclists
- navigating features like sharrows, bike boxes and green lanes

The course is designed to be highly interactive, with many examples of situations commonly encountered on our streets. The first hour is a combination of slides, dialog and discussion, followed by an exam.

Fort Collins Locations

Firehouse Express Car Wash:

Located at 3500 South Timberline, Fort Collins, CO 80525. Several cleaning levels are available in addition to free vacuums. **Give the attendant on duty the van number so the City of Fort Collins can be billed for the cleaning. The City, in turn, will bill the VanGo™ program.**

Richie's Car Wash:

Located at 3141 South College in Fort Collins, CO. 80526. The standard exterior cleaning is the only service available. Service is limited to mini vans only. **Give the attendant on duty the van number so the City of Fort Collins can be billed for the cleaning. The City, in turn, will bill the VanGo™ program.**

Casey's Car Wash:

Located at 4315 South Mason in Fort Collins, CO 80526. The standard \$14.00 interior and exterior cleaning is the only service allowed without prior approval. **Give the attendant on duty the van number so the VanGo™ Program can be billed for the cleaning.**

Loveland Locations

Speedy Sparkle Car Wash:

Located at 2664 Buchanan Ave, Loveland. The standard \$14 interior and exterior cleaning is the only service allowed without prior approval. **Give the attendant on duty the van number so the VanGo™ Program can be billed for the cleaning.**

Wash Time:

Located at 279 West 64th Street, Loveland 80538 - A swipe card can be obtained from the VanGo™ program to operate the AUTOMATIC/DRIVE THROUGH car wash. Exterior cleaning ranges from \$3.50 -\$12.00. The VanGo™ program is then invoiced monthly via the swipe card transactions. **Give the attendant on duty the van number so the VanGo™ Program can be billed for the cleaning.**

Longmont Location

Main Street Car Wash:

Located at 2025 North Main Street, Longmont, CO 80501. **Give the attendant on duty the van number so the VanGo™ Program can be billed for the cleaning.**

Westminster Location

The Wave:

Located at 9195 Wadsworth Parkway, Westminster, CO 80021. **Give the attendant on duty the van number so the VanGo™ Program can be billed for**

Participants who pass the exam become certified as Bicycle Friendly Drivers and receive a certificate of completion, a pledge card, and a sticker for display on their personal vehicle.

"Safety is a priority for the City, and providing educational training opportunities for all transportation system users is an important component of the overall safety picture. We are excited to launch the Bicycle Friendly Driver program to reach road users at a time when biking is becoming an increasingly popular transportation choice," said Bicycle Ambassador Program Specialist, Jamie Gaskill-Fox.

Organizations or companies interested in certifying their employees as Bicycle Friendly Drivers can request individual courses. In addition, the course is offered to the public for free, typically twice a month.

"We've had many local companies complete the training with their staffs," said Bicycle Ambassador Scott Sampl. "People who have taken the course have expressed appreciation for how the curriculum is focused on the unique situations motorists often encounter when sharing the road with people on bikes."

The Bicycle Friendly Driver program is one of the many FC Bikes initiatives to make Fort Collins a nation-wide leader in bicycling. As a Platinum Level Bicycle Friendly Community designated by the League of American Bicyclists, Fort Collins promotes a bike friendly culture through education, encouragement, enforcement, engineering and evaluation efforts. FC Bikes believes this certification is the first of its kind nationwide.

For more information on the Bicycle Friendly Driver program or to register for a class visit www.fcgov.com/BicycleFriendlyDriver or call 970-221-6987.

FASTLANE & TIGER Grant Applications

The NFRMPO and CDOT recently submitted applications for the Fostering Advancements in Shipping and Transportation for the Long-term Achievement of National Efficiencies (FASTLANE) and the Transportation Investments Generating Economic Recovery (TIGER) grant programs to improve North I-25. The NFRMPO submitted a FASTLANE application for the North I-25 Freight Efficiency and Resiliency Project on April 13, 2016 for \$137.6M and CDOT submitted a \$25M application to TIGER on April 29, 2016.

Cell Phones and Texting

Cell phone use, including hands-free cell phones, use of a headset, or Bluetooth device, is not allowed when driving a VanGo™ van. Texting is also not allowed by the driver; it is against the law in Colorado to text and drive.

Tolling Errors

VanGo™ has been seeing a record number of inaccurate toll charges due to tolling equipment malfunctions. We strongly urge all of our vanpoolers to keep a close eye on their toll bills, both on VanGo™ van tolls and on their personal vehicles.

If you receive a license plate or back-up van toll bill from VanGo™ that you think may be in error, please let Merideth Kimsey know!

Distracted Driving

The VanGo™ Vanpool Program takes safety very seriously and in turn we are proud of our safety record over the past twenty-one years. As in any routine activity, complacency can set in and we all can cut corners thinking nothing bad is going to happen to us. In the spirit of not taking anything related to safety for granted, we would like to list a few dos and don'ts and reminders about distracted driving.

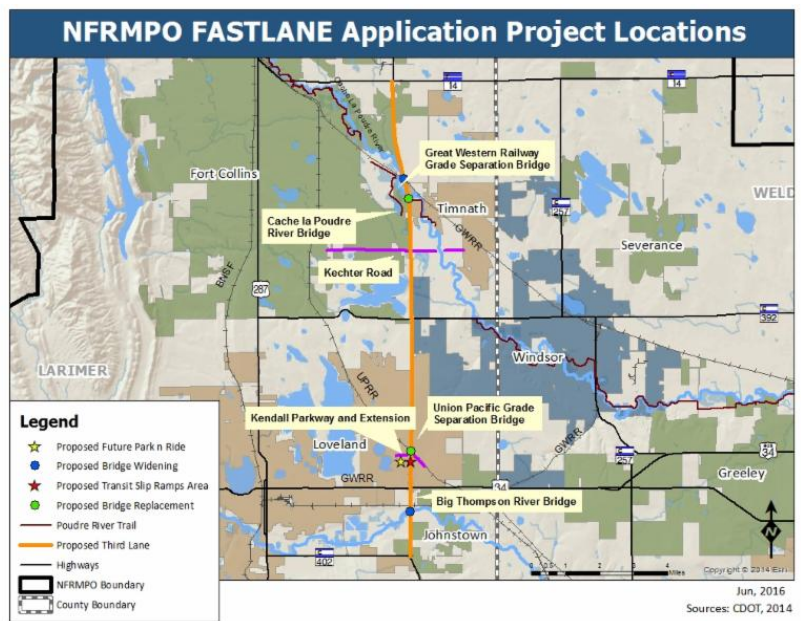
Additional Information: Distraction devices and/or actions include but are not limited to the following: Use of cell/smart phones, PDAs, personal computers/MDTs, notebooks/tablets, navigations systems, hand held radio's and eating, drinking, smoking or the use of any device (electrical or mechanical) while in the act of driving that is not a manufactured component of the vehicle. Distractions also include talking with passengers, daydreaming and looking at scenery, buildings, other vehicle accidents, applying make up and anything that removes the driver's eyes from the act of driving safely.

Use of distraction devices in vehicles that are in motion - NOTE: This JSA does not prohibit passengers within the vehicle from using devices as long as their actions and the devices used do not inhibit the driver's ability to operate the vehicle.

Potential for a vehicular accident resulting in personal injury, property damage and/or death.

Employees operating an agency owned vehicle shall not use any distraction devices while the vehicle is in motion unless one of the following conditions are met:

- The vehicle is brought to a complete stop in a safe location, such as, but not limited to a public parking lot or other safe location, within the right-of-way limits. **NOTE: DO NOT PARK IN PRIVATE PARKING LOTS, CITIZENS DRIVEWAYS OR DIRECTLY ON ANY PORTION OF THE ROADWAY.**



Both grants will be used to replace the Cache La Poudre River and Union Pacific Railroad Grade Separation bridges; widen the Great Western Railroad Grade Separation and Big Thompson River bridges; add one managed lane of additional capacity on North I-25 from SH402 to SH14; and the construction of transit-only slip ramps to the relocated US 34 and I-25 Park-n-Ride lot at Kendall Parkway. Additionally, the TIGER grant would construct the relocated Park-n-Ride lot and the Kendall Parkway extension under I-25, and provide the clearance for the Poudre River Trail connection under I-25.

The North Front Range communities and a developer within the region have committed \$24.75M in local funding for the required local match for the FASTLANE and TIGER grants, these include:

- Berthoud -- \$250,000 over 3 years¶¶
- Loveland -- \$2M over 3 years¶¶
- Fort Collins -- \$2M over 2 years¶¶
- Timmath -- \$500,000 over 3 years¶¶
- Johnstown -- \$1M over 3 years¶¶
- Weld County -- \$2M¶¶
- Larimer County communities -- \$5M over 5 years¶¶
- Windsor -- \$1M over 3 years¶¶
- Larimer County -- \$5M¶¶
- McWhinney -- \$6M¶¶

There is a total of \$800M available in 2016 for the FASTLANE grant, applications were due on April 14, 2016. A total of \$500M is available in 2016 for the TIGER grant and applications were due on April 29, 2016. It is anticipated the selected projects for both grant programs will be announced in September 2016.

Safe Vehicle Operations

The VanGo™ Vanpool Program takes safety very seriously and in turn we are proud of our safety record over the past twenty-one years. As in any routine activity, complacency can set in and we all can cut corners thinking nothing bad is going to happen to us. In the spirit of not taking anything related to safety for granted, we would like to list a few "Dos" and "Don'ts" and reminders about safely backing up a vehicle.

Ensure each driver has a valid Colorado Driver's License

Ensure each driver has participated in defensive/distracted driver training and a hands-on driver evaluation

- Supervisory staff should ensure that each employee has been adequately trained to drive the assigned vehicle. The possession of a valid driver's license does not ensure adequate driving skills on the assigned vehicle.
- All drivers should become familiar with the vehicle's blind spots, turning radius and any other limitations that may prevent safe operations. Should an unsafe system be suspected, the driver should notify their supervisor immediately to determine if a maintenance evaluation needs to be conducted.

Ensure that each employee has read and understands any agency specific policies related to driving.

- Potential non-compliance with agency specific human resources and/or department policies and procedures.
- Supervisors and/or department directors should ensure that each employee has read their assigned policies. Additional policies may become necessary over time and it is the responsibility of each department to ensure that employees maintain compliance.

Review additional CIRSA JSA, Driving in Adverse Weather Conditions

Minor to extremely impaired visibility. Slippery driving conditions. Potential for flying debris

- Follow protocols established by CIRSA JSA - Driving in Adverse Weather Conditions. If and when conditions become too severe for safe driving, slowly proceed to a safe location, exit the vehicle and proceed to an adequate shelter.

Review CIRSA JSA, Refueling a Vehicle

Improper fueling may result in fire, explosion, accident, injury or death.

- Follow protocols established by CIRSA JSA- Refueling a Vehicle.

Ensure vehicle is properly maintained.

- Potential for accidents, personal injury and/or vehicular damage to occur due to a lack of proper maintenance.
- Ensure that vehicle maintenance schedules, as established by the entity's fleet mechanic and/or fleet management department, are followed in a timely manner. Ensure that any problems, malfunctions and/or damage that occur with the vehicle are immediately reported and the vehicle is taken in for a maintenance assessment.
- Conduct pre and post trip inspections, recommended and/or required by the respective agency.

Entering Vehicle

- A 100% Hands-Free operation is available, such as voice-activated systems. Operation that requires the driver to activate any keystroke, button or touch-screen of the device is not 100% hands free. However, commercial motor vehicles are allowed, via federal transportation standards, "one-button" activation and this option may be adopted as an acceptable option for all other vehicles.
- **Note: Research shows that distractions do not have to be equipment/technology related. 100% hands-free devices do not equate to safety as the distraction occurs within the drivers mind, not within the device being used or the act being conducted. Therefore, drivers must keep constant focus on the roadway and it is recommended to shift eye position back and forth and up and down repeatedly. Remember the term "head on a swivel," as this may help the driver maintain focus.**

Missed Calls/Emails/Texts, Radio Communications

Potential for a vehicular accident resulting in personal injury, property damage and/or death.

- The vehicle is brought to a complete stop in a safe location, such as, but not limited to a public parking lot or other safe location, within the right-of-way limits. **NOTE: DO NOT PARK IN PRIVATE PARKING LOTS, CITIZENS DRIVEWAYS OR DIRECTLY ON ANY PORTION OF THE ROADWAY.**
- A 100% Hands-Free operation is available, such as voice-activated systems. Operation that requires the driver to activate any keystroke, button or touch-screen of the device is not 100% hands free. However, commercial motor vehicles are allowed, via federal transportation standards, "one-button" activation and this option may be adopted as an acceptable option for all other vehicles.

Distraction device usage while refueling a vehicle, equipment and/or approved fuel containers

Static electricity at fuel pumps has caused fires. A link between static electricity and cell phones or other electronic devices is also being investigated within the scientific community and industry manufacturers. Therefore, there is a potential for these devices to produce sparks, which could contribute to fires and/or explosion, resulting in personal injury, property damage and/or death

- **DO NOT USE ANY DISTRACTION DEVICE (ELECTRICAL OR MECHANICAL) WHILE REFUELING A VEHICLE OR EQUIPMENT.**
- **LEAVE DISTRACTION DEVICES INSIDE VEHICLE AND/OR TURN THEM OFF WHILE REFUELING.**
 - **DO NOT RE-ENTER VEHICLE WHILE REFUELING. THIS ACTION HAS BEEN SHOWN TO CAUSE THE BUILDUP OF STATIC ELECTRICITY (VIA FABRIC FRICTION) IN SOME CASES.**

Additional Recommendations

- Position cell phones within close proximity to driver to allow more effective use of 100% hands free devices.
 - An example of an effective greeting

could be: "Hello, you have reached John/Jane Doe. I am unavailable to take your call right now because I am away from my phone, on another line or driving. Please leave your name, number and a brief message and I will return the call as soon as possible."

For questions regarding *Distracted Driving*, please contact Jeff McVay at 970-224-6148 or jmcvay@nfrmpo.org

VanGo™ Billing Updates

In March, after several years of budgeting and planning, VanGo™ began a critical upgrade of our billing software and servers. Due to numerous third-party issues and despite our best efforts, a two-day process is in its third month of disruption. VanGo™ is now in much better position to deal with the continuing advance of technology, and we are able to proceed with much-needed upgrades to the SmartTrips™ site.

Please continue to report any website hiccups or billing errors that you find. We are aware of a continuing issue with website-issued receipts, and will happily provide an alternative receipt if you run into a receipt error. We appreciate your patience and all of your support as we navigate through these hiccups.

For Billing questions, please contact Merideth Kimsey at 970-416-2252 or mkimsey@nfrmpo.org

Contact Information and Participant Agreements

Have you returned your VanGo™ Participant Agreement? Is your contact information up to date? We will soon be sending reminders to everyone who has not yet returned a Participant Agreement for 2016. It is extremely important that you keep us updated when your contact information changes. Please make sure that we can get in touch with you!

The Participant Agreement is available on the SmartTrips™ website: <https://www.smarttrips.org/Files/Download/b0420a99-24e5-45da-9a74-a8dfbb6f7ed7/2016%20Participant%20Agreement.pdf>

Refueling Vehicles

Routine actions and operations can sometimes be taken for granted, for that reason we thought it would be a good idea to review some safety tips when refueling a vehicle.

Arrive at fuel pumps -Turn off Vehicle and/or Equipment

Potential for fires or explosion resulting in personal injury, property damage and/or death. Fuel spills may also create slip, trip & fall hazards as well as environmental clean-up responsibilities and potential fines.

- Turn off engine.

Potential for slips, trips & falls while entering vehicle. Caught in between hazards while doors are opening & closing.

- Prior to entry, perform a 360 degree walk around inspection to assess for damage that may have occurred. Report any damage immediately to supervisory staff per existing agency protocols.
- The 360 degree inspection also allows the driver to evaluate any obstacles, such as walls, overhead doors, other vehicles, etc., environmental hazards, such as trees, holes, drop-offs, etc. and any other potential interference that could cause damage to the vehicle.
- Watch your step. If shoes/boots are wet, muddy or caked with snow & ice, remove excess prior to entering the vehicle to reduce chance of slips & falls. Use the three point system of entry (two hands and one foot or two feet and one hand in contact with the vehicle at all times).
- Ensure the steering wheel position-height; all mirrors and seat position are acceptable prior to starting the vehicle.

Engage Safety Belt

Potential for accidents, injury and/or death.

- **NO EXCEPTIONS!** All personnel are required to wear their safety belts at all times while in a vehicle. In non-emergency situations all law enforcement personnel shall wear a seat belt per CRS 42-4-237, 3(c).

Drive to Location

Potential for accidents, injury and/or death.

- Follow all traffic laws as set forth by the state of Colorado. Adhere to all entity specific policies and procedures related to driving, as described above and below.
- Use all available mirrors, back-up cameras (where installed), audible warning devices (where installed), turn signals, etc.
- Employees should not use any distraction devices while driving unless required to perform the act of reporting an emergency event per Colorado laws, in the act of an emergency transport and/or where law enforcement duties require the use of said devices.

Maintaining Safe Distances

Potential for accidents, injury and/or death.

- While traveling, all vehicles should maintain a minimum safe distance to the vehicle in front of them. This can be accomplished as listed below or by other appropriate means:
- **Utilize the 3 second rule.** Pick an object close to the side of the road in front of the vehicle in front of you (i.e. a sign, building, etc.). At the exact moment the front vehicle passes the object, start counting (one, one-thousand, two, one-thousand, etc.). If your vehicle passes the object in less than a full 3-second count, you are too close.
- It is recommended to add at least one full additional second for each adverse weather condition, i.e. rain, snow, snow and ice, etc. It is also highly recommended to increase the following distance at night and all larger vehicles should increase their following distance to a minimum of 5-7 seconds.
- Should another vehicle enter the "buffer zone," the vehicle should safely apply the brakes and reduce their speed until the safe distance (buffer zone) has again been reached. Vehicles should repeat this process as often as necessary to maintain the required safe distance.

Arrive at destination/Parking

Potential for accidents, injury and/or death specific to roadside parking location, parking lots and/or other miscellaneous parking locations.

- When parking on the side of the road, ensure that the vehicle is far enough off the road as to not interfere with the existing traffic flow, including while opening vehicle doors, hatches and tailgates. If parking off of the road is not feasible and a vehicle must be parked

- **DO NOT SMOKE WHILE REFUELING VEHICLES.**
- **DO NOT USE YOUR CELL PHONE - TURN IT OFF WHILE REFUELING.**
- When exiting the vehicle, avoid spilled fuels, where possible, that may create a slippery surface.

When at the Pumps - Prior to Refueling

- Static electricity combined with sudden vapor release may ignite resulting in fire and/or explosion, which may cause injury, property damage and/or death.
- Survey your surroundings.
- Make a mental note of the locations of all fire extinguishers and most importantly, the emergency cut-off switch (normally located on the main building away from pumps).
- Remove gas cap slowly.
- Ensure the proper fuel type is chosen, i.e. gas or diesel.

When at the Pumps - Refueling Equipment - Remove nozzle from pump and insert into equipment tank.

Potential for fires or explosion resulting in personal injury, property damage and/or death.

- **DO NOT RE-ENTER VEHICLE** - This can create static electricity buildup that has been proven to cause fires and explosions.
- Do not leave a fueling piece of equipment unattended for any reason.
- Do not "top-off" tanks - This can lead to overflow and excessive vapor release.
- No smoking while refueling and/or refilling tanks.
- Ensure the proper fuel type is chosen, i.e. gas or diesel.

When at the Pumps - Refueling complete

- Replace nozzle at pump.
- Replace gas cap & close cover, if equipped.

When at the Pumps - Returning to vehicle

- Turn on cell phones only after shutting the door.
- Restart vehicle and continue hauling equipment to destination.

Emergencies - Fire, explosion or other

- Potential for mild to severe burns, other injuries and/or death.
- Move away from the hazard immediately. Warn others as you swiftly and safely seek a more safe location.
- If possible, press the emergency cut-off switch and then call 911. In field locations, call 911 immediately.
 - **At the pumps** - Use portable extinguishers only after the cut-off switch has been activated and only if the fire is away from the vehicle. Do not approach a burning vehicle or equipment!
 - Remember the "**STOP, DROP and ROLL**" technique should you or someone else catch on fire. Immediately try to find a water source and/or another non-flammable and non-hazardous liquid that could also be used to help extinguish the fire.

Additional Recommendations

in a lane of travel, then all applicable work zone guidelines should be followed in accordance with Colorado and federal regulations.

- When driving through parking lots, always adhere to the established speed limit (usually 10-15 mph). Use extreme caution when parallel parking or backing into parking spots. When additional employees are present, one person should get out and help guide the driver into parking spots.
- When parking near water, ensure that the vehicle is parked a minimum of 10 feet away from the water's edge. A greater distance may be necessary if the ground shows signs of instability. Do not park on extreme slopes and always apply the emergency break.
- Utilize a "spotter" (a passenger from the vehicle), where possible for all backing and parking maneuvers. Review the "backing" section below for additional information.

Backing

Potential for accidents, injury and/or death specific to backing, backing location, environmental conditions and/or other miscellaneous backing hazards.

- Utilize a "spotter" (a passenger from the vehicle), where possible for all backing and parking maneuvers.
- Where a spotter is used, the driver should obey all instructions provided by the spotter unless the driver feels the instruction will create a greater hazard. In this case, the driver should stop the vehicle, turn off the ignition, engage the parking brake and physically exit the vehicle to assess the potential hazard and resolve the conflict with the spotter. Once resolved, repeat this process until the vehicle is safely backed/parked. Back to the driver's side, wherever possible. Back at very slow (creeping) speed. Turn off the radio and open windows so the instructions and warning can be heard, keep spotter in sight at all times, stop immediately if you lose sight of spotter.
- During all backing/parking maneuvers, the driver should engage the vehicles strobe, rotating lights and/or flashing lights (where equipped). Once the maneuver is finished, turn off lights.

Exiting Vehicle

Potential for slips, trips & falls while exiting vehicle. Caught in between hazards while doors are opening & closing. Potential for unsafe footing while exiting.

- Watch your step. If shoes/boots are wet, muddy and/or caked with snow & ice, remove excess prior to entering the vehicle to reduce chance of slips. Use the three point system of entry (two hands and one foot in contact with the vehicle at all times).

Vehicle Breakdowns

Potential for flat tires, fire and/or explosion. Potential for accidents, injury and/or death related to the vehicular breakdown.

Potential for accidents, injury and/or death while the employee is trying to exit the vehicle.

- Turn on vehicle hazard lights immediately.
- When possible, move the vehicle to a safe distance off of the roadway. When moving the vehicle off of the roadway is not feasible, remain in the vehicle until traffic has slowed down as much as possible. If a cell phone is available, notify your supervisor immediately.
- Once traffic has slowed down, check all mirrors and windows for approaching traffic. Exit the vehicle and raise the hood.
- **EXCEPTION: If the vehicle breaks down in the center lane, do not exit the vehicle to raise the hood. When traffic allows a safe exit, get out and move swiftly to the nearest sidewalk or other safe zone.**
- Notify department supervisor and/or the entity's fleet mechanic immediately or as directed via agency specific policy.

Additional Passenger Responsibilities

Potential for fires or explosion due to static electricity buildup, which may result in personal injury, property damage and/or death.

- **When exiting the vehicle or equipment, touch a metal surface on the vehicle or equipment as you exit or as soon as you have exited** - Static electricity builds up between the seat and clothing in most vehicles and on some equipment. When exiting, the body normally retains at least half of the electrical charge and stored voltages of up to 10,000 volts are not unlikely!!
- **If you have released or let go of the nozzle while refueling, touch a metal surface on the nozzle, vehicle or equipment prior to removing the nozzle from tank.**
- **Do not use the refueling latch on the pump nozzle, if equipped** - These latches have been known to cause overflow, increasing spills and excessive vapor release that could be more easily ignited.
- **It is recommended not to transport fuel containers inside an enclosed vehicle.**

For questions regarding Refueling Vehicles, please contact Jeff McVay at 970-224-6148 or jmconvay@nfrmpo.org

Potential for accidents, injury and/or death.

- Passengers have many of the same responsibilities for the safety of the vehicle as the driver. These include, but are not limited to, the following:
 - All passengers should be responsible to notify their immediate supervisor of any accident (Refer to "Accident" section below).
 - All passengers should be responsible to ensure they assist the driver during any backing and/or parking maneuvers by exiting the vehicle, performing a 360 degree walk around inspection and guiding (spotting) the driver safety around and/or through a hazardous area.
 - Refer to "backing and parking" section above for additional information and responsibilities.

Accidents

Potential for additional accidents, injury and/or death while the employee is trying to exit the vehicle.

- Call 911 for all injuries and/or suspected injuries that are or appear to be life threatening. Call 911 where traffic lanes are blocked or significantly impeded. Call 911 where accident conditions and/or where traffic is too hazardous to exit the vehicle. Notify supervisor immediately after calling 911. Where no injuries are present or suspected and where traffic is not blocked or altered, notify the supervisor immediately and then re-evaluate for injuries.
- All accidents occurring within any right-of-way should require a police report regardless of the level of damage to vehicles. This should apply when any of the following circumstances exist (other circumstances may warrant a report as well):
 - An owned or leased vehicle hits or allegedly hits a non-entity owned vehicle (citizen).
 - An owned or leased vehicle hits or allegedly hits non-entity owned property.
 - Anytime a citizen alleges that an entity owned or leased vehicle caused damage to their vehicle and/or property.
- Refer to additional agency specific policies and/or procedures for detailed reporting requirements.

Miscellaneous

May improve safety recognition and prevent hazards along with corresponding accidents and/or injuries.

- Agencies with larger vehicles and/or vehicles that have limited or zero rear visibility should consider budgeting and installing rear-view cameras to aid drivers in backing/parking maneuvers.
- It is recommended that all agencies implement a distracted driving policy and/or program.

For questions regarding Safe Vehicle Operations, please contact Jeff McVay at 970-224-6148 or jmconvay@nfrmpo.org