



### **Vehicle Policy**

1. Faculty Advisor approval is needed to secure the vehicle for use.
2. Project removal form, vehicle request form and liability waivers are required for each participant every trip.
3. Vehicle must be driven by an OU employee. Out of state or overnight trips must be accompanied by faculty or staff in the caravan.
4. First time you pull the trailer you will need to demonstrate the ability to hook it up and pull it.
5. When hooking the trailer two people need to be there.
6. The competition teams will have priority. If vehicle is requested by multiple teams the factors determining who use it will be the size of the project and longest distance to competition.
7. The cost will be .25 cents per mile to use it. You are also responsible for the gas. The .25 cent mileage charge will be used to pay for insurance, upkeep and maintenance of the vehicle.
8. Please return the vehicle with a full tank of gas. Inside of the vehicle should be clean. No trash, clothes, food, etc.
9. Keys will be returned to the REPF key drop box upon return.
10. The vehicle and trailer must be returned to their storage location immediately after unloading.

### **Vehicle Breakdown**

1. If the problem is simple and you can safely repair it -take care of it yourself ie.( Flat tire, windshield wipers etc.). Do what you can to get home safely.
2. If you require assistance, contact the school 405-325-2621 during regular business hours, and utilize Roadside Assistance via the WEX card in the key pocket, 800-842-0071.

### **Vehicle Accident**

1. Fill out the Accident Information Form in the glove box completely.
2. Contact the Dean's office during regular business hours at 405-325-2621.
3. If the accident is severe (including injuries), and outside normal contact hours contact your faculty or staff advisor.



### **Pulling a Trailer**

When pulling a trailer there needs to be a regular review of the equipment, hitch and lights. Those pulling the trailer will need to demonstrate the following:

1. Attach the trailer to the vehicle and determine the trailer is safely and correctly connected to the hitch.
2. The proper sized ball is used.
3. The locking mechanism is snapped and lock pin is in place.
4. The two safety chains are attached in a crisscrossing x-shape between the vehicle and trailer.
5. Ensure the light cord is attached properly and there is enough length in the cord that it will not be broken when turning.
6. Make sure jack raised completely to clear any obstacles.
7. Check and see that the running lights, brake lights, signal lights are working.
8. Make sure trailer has a spare and check the tire pressure and shape of tire.
9. Be aware of the vehicle towing capacity. Do not exceed the towing capacity. This can be found on the door jamb of most vehicles.
10. When 1-6 is properly working you are ready to drive.
11. An assigned full-time employee will ride with you from trailer storage to the Rawl Engineering Practice Facility to ensure your ability to attach and pull a trailer.

### **Tips for Pulling a Trailer**

- Pay attention to the size of the trailer. The height, width and length as it may not fit the same place the tow vehicle will.
- When making stops always check trailer connections, lights and tires. Basically do a walk around inspection to ensure everything is alright.
- When making turns you will need to overshoot your turn to ensure you do not cut corners.
- Cutting a corner will put the trailer, as well as pedestrians, other drivers and yourself in danger of an accident.
- A loaded trailer will require a longer stopping distance. Larger the load the longer the stopping distance. Be aware. Bottom line: drive slower when towing a trailer.
- When changing lanes remember you have a trailer and will need the trailer to clear the traffic you are passing before entering back into the lane.
- You will need to back-up at some point so familiarize yourself with backing a trailer in an empty lot.
- Keep from jackknifing. This when you get the tow vehicle and trailer in a less than 90-degree angle.

Verification of trailer use:

Driver: \_\_\_\_\_

GCoE Staff Member \_\_\_\_\_

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