TRANSPORTATION POLICY AND PROCEDURE

Driving, Personal Vehicle

- The use of your personal vehicle must be pre-approved by your supervisor, and you must give written permission.
- B. Field staff are encouraged not to transport SOAR students in their personal vehicles.
- C. Course Directors may transport students, though they are encouraged not to be alone with students if possible.
- D. Personal vehicles are to be parked in designated parking areas at SOAR Base.
- E. If a staff is required to use their personal vehicle, they will be reimbursed for fuel or mileage.

Driving, SOAR Vehicles

- A. SOAR vehicles include 15-passenger vans, 4-WD trucks, and passenger cars. Vehicles should be loaded within the passenger limits established by the manufacturer.
- B. It is best to reserve SOAR vehicles as far in advance as possible to avoid not having one available when needed.
- C. Ensure anyone driving a SOAR vehicle has an up-to-date SOAR drivers certificate. They are free and do not take long to get. No one is allowed to drive a SOAR vehicle without this certificate. The certificate and a photocopy of the driver's license will be kept in the individual's personnel file.
- D. Staff transporting students shall adhere to SOAR's general Staff to Student Ratios in the Risk Management protocols unless an emergency or safety dictates otherwise.
- E. Staff transporting students will always carry with them in the vehicle each student's Medical Information Form and Permission to Treat.
- F. Staff must perform a safety briefing, head-count, and seat-belt check before they drive anywhere.
- G. No eating, drinking, or smoking are allowed in SOAR vehicles.
- H. Passengers should be buckled into their seat belts before the vehicle is started. Ask, "On belay?" and wait for a unanimous "Belay on.".
- All passengers should remain seated and doors should be locked while underway.
- Lock the vehicle when it is going to be left unattended.
- K. It is best not to leave anything in the vehicle if it is going to be left unattended. Items left inside invite the possibility of a break in.
- Don't leave a set of keys hidden under the vehicle while away. Keep them in driver's possession.
- M. Do not leave credit cards in the vehicle. Ideally, the driver should keep them on their person.
- N. Stay within the posted speed limit. Any tickets for moving violations are the responsibility of the person driving.
- O. Staff utilizing vehicles for programming in North Carolina shall only listen to the radio during travel. Staff utilizing vehicles for programming in Florida and Wyoming may listen to tapes or CDs with appropriate consideration being given to listening content.
- P. Keep track of fuel fill-ups by keeping receipts. Also, keep track of mileage for records.
- Q. Check the vehicle thoroughly during "Check-Out" looking for any damages which could end up being attributed to you even though it was not. Things to look for include: cracked glass, dents, scratches, or some feature which does not operate as it should i.e. window cranks, seat belts, brakes, doors, etc. You must bring any problems to the attention of the Logistics Coordinator or one of the Directors before completing Vehicle Check-Out.

Sample Trucking Company Policy Manual

Puja Mehta

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Table of Contents Sample Trucking Company Policy Manual

- 1. Understanding the eBook Sample Trucking Company Policy Manual
 - The Rise of Digital Reading Sample Trucking Company Policy Manual
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Sample Trucking Company Policy Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Trucking Company Policy Manual
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Sample Trucking Company Policy Manual
 - Personalized Recommendations
 - Sample Trucking Company Policy Manual User Reviews and Ratings
 - Sample Trucking Company Policy Manual and Bestseller Lists
- 5. Accessing Sample Trucking Company Policy Manual Free and Paid eBooks

- Sample Trucking Company Policy Manual Public Domain eBooks
- Sample Trucking Company Policy Manual eBook Subscription Services
- Sample Trucking Company Policy Manual Budget-Friendly Options
- 6. Navigating Sample Trucking Company Policy Manual eBook Formats
 - o ePub, PDF, MOBI, and More
 - Sample Trucking Company Policy Manual Compatibility with Devices
 - Sample Trucking Company Policy Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Trucking Company Policy Manual
 - Highlighting and Note-Taking Sample Trucking Company Policy Manual
 - Interactive Elements Sample Trucking Company Policy Manual
- 8. Staying Engaged with Sample Trucking Company Policy Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Trucking Company Policy Manual
- 9. Balancing eBooks and Physical Books Sample Trucking Company Policy Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Trucking Company Policy Manual
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Trucking Company Policy Manual
 - Setting Reading Goals Sample Trucking Company Policy Manual
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Trucking Company Policy Manual
 - Fact-Checking eBook Content of Sample Trucking Company Policy Manual
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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