

Vehicle Use and Safety Policy

One mission of Moss Landing Marine Laboratories is to deliver our students and researchers to the frontiers of marine science, safely and appropriately provisioned. In many cases these frontiers lie outside the Laboratory and many means of conveyance and transport are necessary to accommodate our mission. The vehicles at MLML are a resource for those qualified drivers on laboratory, thesis, or research-related trips. In addition, they are used in support of teaching and maintenance. Other uses may be pre-approved by the Director. As multi-use, multi-user vehicles, users must exercise a high degree of personal responsibility when taking advantage of these laboratory resources.

Users

A user is anyone affiliated with the laboratories that:

- 1) Holds a current defensive driving training license
 - 2) Maintains a driver's license in good standing
 - 3) Is signed onto the DMV Pull Program
- AND
- 4) Has a legitimate reason for operating Laboratory vehicles.

Typically users may be faculty, staff or students at the Labs. In special circumstances, this may include other persons appropriately certified and preauthorized by the Director to drive these vehicles. *Drivers must participate in the DMV Pull Program to use MLML state vehicles.*

Reservation of Vehicles

The reservation of vehicles may be made through MLML web site calendar. Users must indicate which vehicle they will need, where the vehicle will be operated, when the vehicle will be returned and contact information so that they can be reached if plans, or vehicle availability changes.

Reservations may be made in person, by phone or by e-mail, but if done so remotely, must be verified to insure vehicle availability. Where conflicts arise, the general priority for use will be #1 Classes, #2 Non-Funded Thesis Research, #3 Funded Thesis Research, #4 Facility Use, and #5 Other. The Director or his/her designee will arbitrate any conflict regarding priority usage.

Use of the dive truck is subject to special circumstances. As stated in the MLML Vehicle Policy the Dive Truck use follows the order of priority as stated above. The dive truck, however, is the only vehicle capable of certain tasks.

As such, priority for dive truck use will be dependent upon specific needs including trips that include diving, boat towing and transporting heavy items or lots of equipment, in that order. It is not to be used for routine personnel transport where other smaller vehicles would suffice. To help assess the appropriate use of this asset, applications for dive truck use the rationale for its use should be stated in the "Justification of Use" portion of the reservation calendar.

Vehicle Recharge

Individuals or groups using the vehicle for funded research (projects, thesis, events, etc) will be expected to pay a vehicle usage fee at the current mileage rate. These individuals must indicate a grant number to charge the fees to at the time of the vehicle reservation, and on the mileage checkout sheet. The Fiscal Services Coordinator will contact each user confirming the correct grant number and mileage at the time of invoicing.

User Responsibility

It is the users' responsibility to:

- Reserve the vehicle in advance of the trip
- Obtain proper permission and notification if taking the vehicle outside California

MLML Injury and Illness Prevention Program

- Be familiar with the operation of the particular vehicle
- Insure the proper type of fuel is used in the vehicle
- Make any special seating modifications, stowing removed seats appropriately in the warehouse
- Insure the good working condition of the vehicle (lights, tire pressure, fuel, mirror and seat adjustments, trailer hookups operational, brakes in good working order, etc.)
- Insure that the driver and all passengers wear their seat belts
- Drive safely, observing all safety laws

User Responsibility Cont.

- Return the vehicle to it's normal configuration
- Insure vehicle is driven within normal limits of operation
- Monitor engine temperature, oil pressure, fuel, coolant, oil and other fluid levels and top up if necessary
- Report any accident or collision immediately to the appropriate authorities, MLML and SJSU as per the instructions in glove compartments of each vehicle

Return the vehicle in good working condition:

- trash removed
- carpets clean
- Body and windows reasonably clean
- Fuel at ½ tank or greater (**Note: Dive Truck Uses Diesel fuel**)
- Restore seating if modified
- return keys for the next operator
- report any equipment problems, or maintenance requirements to the receptionist immediately upon return of the vehicle

Facility Responsibility

It is the Receptionist's responsibility to:

- Keep the vehicle reservation calendar and schedule
- Maintain user records
- Report problems to Vehicle Coordinator
- Check out vehicles, cards and keys to users

It is the Vehicle Coordinator's responsibility to:

- Maintain all maintenance records
- Respond immediately to all reported vehicle problems
- Perform periodic maintenance checks
- Schedule and arrange delivery of vehicle for service performed outside the labs
- Report maintenance records as appropriate to SJSU
- Keep the vehicles in a clean and safe operating condition

Forklifts

Users must have appropriate training and permission to use the forklifts and must operate the forklifts in a manner consistent with their designed use. Users must report all maintenance problems to the Vehicle coordinator.