

Winter Driving Practices

Drivers are reminded to use extra caution while driving and to set up a plan with your riders for what to do during adverse weather. Winter driving conditions may result in a longer driving time.



Therefore, your departure time should allow for the slower driving conditions. Vanpools should re-evaluate their departure times based on actual or forecast weather conditions. You should try to arrive at work on time, but not

substantially early to minimize the impact on everyone's schedules.

Defensive driving is a must for all drivers. Expect the unexpected and don't assume drivers of other vehicles will do the correct thing or that they see you.

Passengers should cooperate with drivers in limiting distractions, assisting in maintaining the best possible visibility, and in general, being cooperative and helpful. This is always important but increasingly so during adverse driving conditions.

If weather becomes severe and your van does not come in, we suggest the driver and passengers have a phone list and a plan to notify everyone of the decision. If everyone works together it will keep everyone informed as to whether the van will be coming in.

If severe weather happens while at work, the van cannot alter its scheduled departure time unless all individuals riding that day have approval from their supervisors to leave early or are able to get home another way. We want to avoid stranding anyone at work without a ride home. Please refer to the

University's policy on Extreme Weather Protocol <http://www.uiowa.edu/~our/opmanual/ii/22.htm> and General Policy on Absences <http://www.uiowa.edu/~our/opmanual/iii/22.htm>.

Last winter, The University's also had a link on their home page <http://www.uiowa.edu> providing winter weather information for employees.

In winter or summer, van members should use common courtesy and strive to be on time and avoid unnecessary delays. Please notify your driver if you will not be riding.

Fuel Credit Cards

Please make sure your back-up drivers are instructed as to the location of the cards and how to use them. The PIN number for your card is the number "4" followed by the last four digits of your license plate number followed by the number "5". To help control Van Pool costs, do not fill the tank; only put in enough fuel to safely get you back to Motor Pool.

Traffic Delays Website

www.corridorcommute.com allows motorists to share information about traffic conditions and/or delays on I-380, I-80 and Hwy 218.



Reminders

- Deer are moving around more this time of year so look out for them crossing the roads.
- As the weather gets colder, please do not let your van get too low on fuel. Generally in the winter, we recommend you keep $\frac{1}{4}$ - $\frac{1}{2}$ tank of fuel in your van.
- Now that the snow and ice will soon be here, please remember windshield wipers are designed to remove liquids from the windshield; not frost, ice or packed snow. Those should be removed with a scrapper. Using the windshield wiper instead of a scrapper, damages the wipers. If you need a scrapper, please request one from the Fleet Services office.



New Van Members

Potential van members can no longer "try out" a van for a day or two before deciding to accept a seat. Anyone riding in a van pool van must have signed either a van pool passenger agreement or a substitute van rider agreement before they can ride.