

## TRANSPORTATION POLICY AND PROCEDURE

### *Driving, Personal Vehicle*

- A. 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. Staff must also check tires for proper inflation and wear daily.
- 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."
- I. All passengers should remain seated and doors should be locked while underway.
- J. 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.
- L. 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 may listen to radio, 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. Otherwise, the repair for the damage can be billed to you.

- R. Return all vehicles fully re-fueled. Likewise, refuel at every logical opportunity. Students should remain inside the vehicle during refueling unless accompanied by a staff for bathroom use.
- S. Be sure the vehicle is clean before returning it. Have students do this since it is most likely they who left it unclean. Assist them with this responsibility issue. This means clearing out all paper, personal gear, and any bits of trash.
- T. When students unload from a SOAR vehicle, have them stay close to the vehicle until a "sweep" of the vehicle has been completed ensuring all personal gear and trash has been removed. You and your group can decide which student will conduct this sweep.
- U. Keep track of all paperwork, so it can be returned to SOAR for proper accounting and record keeping.
- V. SOAR vehicles are for program use and not for personal travel and errands.
- W. Staff are not to put SOAR students at risk by stopping at the scene of an accident.

### ***Driver Qualification / Orientation / Training / Certification***

#### **Driver Qualification**

SOAR drivers must:

- A. Be 21 years of age or older.
- B. Have a valid Driver's License.
- C. Have no record of a DUI.
- D. Have no more than three moving violation in the past three to five year period.
- E. Be willing to have SOAR's insurance company conduct a background check.
- F. Complete SOAR's Driver Orientation / Training.
- G. Have an updated SOAR Driver's Certificate on file.

#### **Driver's Orientation / Training**

Driver's Orientation and Training will include:

- A. Check-Out / -In Procedures
- B. Fluid Checks
- C. Location of Emergency Equipment
- D. Seat / Mirror Adjustment
- E. Function and Location of Gauges
- F. Operation of Vehicle
- G. Familiarization / Test Drive
- H. Attachment, Pulling, Backing, and Detachment of Trailer
- I. Location of Gas Stations for Refueling
- J. Completing of Driver's Certification form

#### **Driver's Certification**

A copy of the *Driver's Certification Form* is found in the Form Section of the Staff Manual. Please review it thoroughly and ask any questions pertaining to the form or the process it describes.

This form must be completed and on file for a staff member to operate a SOAR vehicle.

If staff are transporting students in their personal vehicles, they must complete a **SOAR Permission for Use of Private Vehicle** form.

## ***Check-Out / -In Procedure***

The Check-Out / -In procedure is designed for your protection and your vehicle's mechanical health.

A copy of the Check-Out / -In Form is found in the Form Section of the Staff Manual. Please review it thoroughly and ask any questions pertaining to the form or the process it describes.

All SOAR vehicles must be checked out prior to use. The Check-Out form and clipboard will travel with the vehicle and be returned at Check-In with appropriate credit card receipts, etc.

Vehicles can be checked out for a maximum of one course before a new Check-Out Form must be initiated with the Logistics Coordinator.

## ***Van Cleanup Check List***

- \_\_\_ 1. Remove all trash
  - \_\_\_ a. Check and insure cup holders are empty
  - \_\_\_ b. Check under seats and between seats and side of van
- \_\_\_ 2. Wipe down seats, floor, and dashboard
- \_\_\_ 3. **Fill gas tank and turn in receipt to the program director**
- \_\_\_ 4. Change oil if needed
- \_\_\_ 5. Wash the vehicle
- \_\_\_ 6. Vacuum out vehicle
- \_\_\_ 7. Note any vehicle problems on vehicle maintenance form and turn in
- \_\_\_ 8. Check for any dents or damage (If so, report to the program director)

## ***Student Arrival & Departure Procedures***

- A. Families arriving at SOAR will park only in designed sites at both Balsam Base and Eagle View Ranch. These sites will be indicated by staff parking monitors and by appropriate signage.
- B. Students being dropped off at SOAR will be accompanied by either their parents or a SOAR staff and will proceed immediately to an administration building to check in.
- C. Families will be reminded in their accept packet literature to observe all posted speed limits on approach roads and to use caution when arriving and departing base camp.
- D. Students leaving SOAR will be accompanied by either their parents or a SOAR staff to their vehicle.
- E. Staff will inspect all areas for safety prior to allowing students to load into or unload from vehicles. Staff will also insure that the vehicle is in park and turned off while students load and unload from vehicles. Staff will then accompany students to appropriate areas of base or to their supervising staff.

## *Driving of Vans*

- A. Drivers of SOAR vehicles have only one task - to drive! They **shall not** perform any additional functions such as behavior management, navigation, etc. Cell phone use is absolutely prohibited while driving (i.e., talking, texting, etc.).
- B. Keep rear windows closed while the vehicle is operating and moving.
- C. Designate a "navigator" to assist the driver with music choice, climate control, etc.
- D. Insure a SOAR staff is seated in the back seat to assist with group control. This is mandatory.
- E. No food or drinks in the van.
- F. When starting the vans the transmission should be in Park and your foot on the brake.
- G. The vans are fuel injected and do not need to have the accelerator pedal depressed or pumped. Have the lights off when starting.
- H. In some cases you will drive a van with the overdrive button and light on the end of the gear shift lever. These are Fords. The "Off" light should not be lit. You would want the overdrive button "Off" if the van is constantly shifting between 3rd and overdrive (you can hear the engine switching back and forth). This can happen in hilly terrain or when pulling a trailer.
- I. Shift out of overdrive (turn it off) when using the transmission to hold down speeds when coming down hills.
- J. Make adjustments of seats and mirrors prior to moving.
- K. Have another person help direct a driver backing a van to avoid hitting objects. If driver is alone, get out and look at the area to be backed into to be sure it is clear.
- L. Remember the van is 18 feet long and that the driver sits very close to the front wheel. This is different than in a car, therefore requiring slightly wider turns to avoid hitting other objects and curbs which can slice a tire.
- M. Remember that the van is tall. Roof racks will add to the height. Be aware that it will not fit under low roofs such as drive through fast food places or automatic tellers.
- N. The van is heavy. It is much heavier than a car when it is loaded with people. It will not corner well due to the high center of gravity. Do not attempt any fast tight corners or you can risk tipping the van over. The van will also take much more distance to stop than a car; especially if you are pulling a trailer. Plan your stops well in advance.
- O. On down hill grades down shift the transmission to a lower gear to save the brakes from overheating, but do not let the engine over rev. On the Ford vans push the button on the end of the shift lever. This will shift it down a gear from fourth to third.
- P. Drive with your hand on the wheel. Accidents are more likely to happen when the driver is not paying attention to the road and instead has attention diverted to changing the radio stations, eating, reading a map, etc. Have your "navigator" help with the directions and other information.
- Q. Drive slower in bad weather. Rain, icy roads and snow reduce visibility and/or require longer stopping distances. Give more room between the van and the vehicle in front. On very slippery roads, pump the brakes to help stop in a straight line (unless the van has ABS brakes).
- R. Keep an eye on the gauges. If one is pointed in the wrong way or if a warning light comes on, do not keep driving. It could damage the vehicle if you proceed. Figure out whether the problem indicated requires immediate action or not and do it if needed. Do not, for instance, keep driving as the engine continues to overheat.
- S. Staff are not to put SOAR students at risk by stopping at the scene of an accident.

## ***Long Trips***

- A. Change drivers every four hours, as a maximum amount of time behind the wheel, to avoid fatigue. If the driver ever feels tired and feels like closing their eyes, they should pull over at the first place possible to change drivers. It is dangerous to everyone to deny tiredness. Even if the driver has only been at the wheel for a few minutes, a change may be necessary. Travel from midnight and 5am may be limited if staff feel concern for safety.
- B. Never risk a driver falling asleep at the wheel. On night trips the person in the passenger seat should stay awake to help keep the driver awake with conversation and to help with navigation.
- C. Most cruise control systems are similar to one another. If more information is needed for the van you are driving, consult the vans owners manual provided with the van.
- D. Remember that cruise control is not an auto pilot, pay attention.

## ***Dirt Roads***

- A. Drive slowly on any narrow, winding or steep dirt roads. Stay in the middle until approached by another vehicle. When this happens, pull to the right and stop to see what the other driver will decide to do. Be careful not to pull off to the side of a road which is dangerous. This means a road shoulder that is unstable, a cliff side or a road side which may cause the van to get stuck. If the road is too narrow, be prepared to back up to a wider spot.
- B. Avoid jeep trails, vans cannot navigate them.
- C. Consider using a horn on very narrow roads with sharp turns.
- D. Make U turns only at "turn around points," not in the middle of the road.
- E. Speed limit for all SOAR vehicles on gravel roads is 15 mph.

## ***Pulling A Trailer***

- A. If a trailer is to be towed, the driver should have experience in driving, cornering and backing a trailer prior to driving a loaded van and trailer on a trip.
- B. When hooking the trailer to the van, make sure the ball makes a good connection, lock the hitch down, and install the safety chains.
- C. Make sure the trailer lights are working. If not, try reconnecting the plug and repair as needed.
- D. Be sure all items on the trailer are secured.
- E. At every stop, check the trailer hitch for a secure load and trailer tires for tightness of lug nuts and bearings.
- F. Lug nuts must be re-tightened after 10 minutes of travel if a trailer tire has been changed.
- G. Compensate for the extra length of the trailer when passing vehicles, parking and when rounding corners so as to not swipe curbs, cars or people.
- H. Backing a trailer requires the wheel to be turned the opposite way as what is required without one. Drivers need to practice this before heading out on the road. Have a person behind directing when backing up the trailer. Put the most experienced driver behind the wheel when backing up.
- I. If the situation calls for it, disconnect the trailer and maneuver it by hand.
- J. Be sure to check area to see if van and trailer will fit and there are no objects in the way.

## *Emergencies*

- A. A SOAR staff certified in First Aid and CPR will always be present in any vehicle transporting students. The staff with the highest level of first aid certification will be responsible for administering care for the injured while all other staff will be responsible for the safety of the rest of the group.
- B. In the case of an accident, contact a SOAR Director first, *unless there is a life-threatening injury, in which case contact EMS immediately*. Stay on the scene until police arrive and do not attempt to assess blame. Obtain appropriate information (i.e., insurance information) and identify witnesses as necessary.
- C. If the vehicle goes off the road, do not endanger passengers by having them try to push the van.
- D. If the van gets a flat tire, check the van's owners manual if you are not sure of the location of all the components of the jack and where to place them to raise tire. Get well off the road, set the parking brake and check the wheels. Do not climb under the van when it is up on the jack. If you change a tire, have the passengers get out of the van while it is on the jack to lighten the load and avoid sudden shifts of weight.
- E. After you have changed the flat, stop and re-tighten the lug nuts after ten minutes of driving.
- F. Do not continue to operate a vehicle which is unsafe.
- G. In any accident or mishap requiring repairs to the van, have a police report done ASAP by the local jurisdiction where the mishap occurred. Obtain a copy of the report or have arrangements made to have sent to SOAR for insurance reasons.
- H. Complete the *SOAR Vehicle Accident Report Form* if you are involved in an accident.
- I. In an accident which involves personal injury, call SOAR Base and inform them of the details. Do not make statements or give interviews to any press.

## *Winter Driving*

- A. If you know you will be driving a non 4WD vehicle in winter conditions, have chains of proper fit on hand. Other safety gear should be carried as needed (i.e., blankets, etc.).
- B. Roads tend to be more dangerous under snowy or icy conditions so keep in mind that all road signs are set up for summer driving conditions. If the sign says curve 35mph, you must compensate for winter conditions by slowing down an additional 10 to 20 mph depending on conditions.
- C. Speed on even flat or non-curving areas should also be reduced to fit road conditions. Remember - safety is number one in reaching your destinations, not speed.
- D. During winter driving conditions vehicles should be stocked with blankets or sleeping bags, food, and water in case of a breakdown.
- E. Stopping distances should be at least doubled during winter driving conditions in order to compensate for lack of friction due to ice or snow on road surfaces.
- F. Vehicles should be moved out of the line of traffic during winter conditions if a breakdown occurs and students should be evacuated from the vehicle.
- G. Drive slowly on any narrow, winding or steep icy or snow-covered roads. Stay in the middle until approached by another vehicle. When this happens, pull to the right and slow to see what the other driver will do. Be careful not to pull off to the roadside too far as the snow there will be unpacked and could cause a vehicle to get stuck.
- H. Check tire pressure in winter regularly due to the affects of cold weather on tire pressure. Proper tire pressure ensures better handling.

## ***Defensive Night Driving***

- A. At least one staff member shall ride in the back seat of the van at all times.
- B. Do not allow males and females to ride together in a van seat at night.
- C. Make stops every 3 to 4 hours for rest and driver changes.
- D. Stop whenever you are too tired to drive - it is better to be late than in a wreck.
- E. Check in at every stop with base or the director on duty.
- F. Semester Course Programs are required to suspend driving after 10:00pm unless an emergency dictates otherwise.

## ***Airport Pick-Up and Drop-Off Procedures***

- A. For both pick-ups and drop-offs, airport staff shall receive a packet of information from the Office Manager containing flight information, airline tickets, Student Medical Information Forms, Student Permission To Treat Forms, and the SOAR airport sign.
- B. Airport staff are responsible to insure that the vehicles and/or trailers being utilized are in proper working condition. Airport staff shall also check out a vehicle gas card from the Comptroller and shall turn in the card and receipts immediately upon return from the airport.
- C. Airport staff must coordinate with course staff to insure complete transfer of all student information and gear, including student medications (but *not* the Med Tracking Sheet).
- D. Airport staff shall always wear a SOAR staff t-shirt and be appropriately groomed when performing pick-ups and drop-offs. Airport staff shall also have in their possession their SOAR staff card, their Driver's License, and their pick-up authorization letter.
- E. A first aid kit shall accompany airport staff for pick-ups and drop-offs.
- F. Airport staff shall meet all incoming students in the appropriate gate of the airport (unless other arrangements have been made) with a sign entitled SOAR and listing the names of all incoming students.
- G. Airport staff shall accompany all departing students to their gate (unless other arrangements have been made) and shall remain there until the airplane has left the gate.
- H. If a departing student requires an unaccompanied minor designation that has not been pre-paid, the airport staff shall contact the student's family in order for the airline to secure credit card payment.
- I. Airport staff shall contact the students' families utilizing a SOAR-issues calling card as soon as incoming students have been collected or as soon as departing students' airplane has left the ground.
- J. Upon arrival with incoming students at basecamp, airport staff shall walk the students through registration and shall remain responsible for their supervision until an official transfer has occurred with the course staff.
- K. Airport staff shall immediately notify basecamp of any changes discovered at the airport of student departure or arrival times.
- L. Should there be a "no-show" for an airport pick-up, the staff will immediately notify base camp. Base camp will then contact the family to determine where the student is and if they are coming to SOAR.
- M. Upon completion of airport pick-up or drop-off duties, airport staff shall return all student information and the airport information packet to the Office Manager.

## ***ADDITIONAL DRIVER TRAINING INFORMATION***

1. When backing up a SOAR vehicle, staff will always use a spotter to assist them. If they are alone, they shall get out and check the area prior to backing up the vehicle.
2. When loading passengers, a SOAR staff will always give a Transportation Safety Briefing prior to any participants entering the vehicle. Staff will insure the area is free of traffic prior to approaching the vehicle and will guide participants around the *front* of the vehicle to the passenger side. Participants will then enter the vehicle and secure their seat belts. A SOAR staff will always sit in the farthest back seat in the vehicle.
3. When unloading passengers, a SOAR staff will always brief the participants on exiting procedures. A SOAR staff will exit first, followed by the participants exiting through the side passenger door. After staff check for traffic in the area, participants will be guided around the *front* of the vehicle to their destination.
4. If the vehicle experiences mechanical difficulty, the driver will turn on the emergency flashers and slowly proceed to the nearest safe stopping point. Staff will then contact their supervising Course Director or Director for instructions and support.
5. If a passenger becomes ill during transport, the driver will turn on the emergency flashers and slowly proceed to the nearest safe stopping point. If the participant has vomited, staff will assist the participant in cleaning up themselves and the van. The ill participant should sit in the front passenger seat and be monitored closely. If additional support is needed, staff will contact their supervising Course Director or Director.
6. A SOAR Staff will always sit in the farthest back seat of the vehicle to provide supervision and handle any behavioral issues that occur. If there is a disruptive behavioral incident during transport that the back seat staff cannot address alone, the driver will turn on the emergency flashers and slowly proceed to the nearest safe stopping point. Staff will then address the behavior as efficiently as possible while maintaining the safety of all participants.
7. Students should remain inside the vehicle during refueling unless accompanied by a staff for bathroom use.



## **TRANSPORTATION**

### **Activity Safety Briefing**

Staff shall use the following outline to brief students prior to driving a SOAR vehicle:

- A. Staff will review all Transportation Policies and Procedures prior to transporting any students and prior to conducting this safety briefing.
- B. All students will receive a safety briefing prior to their first transportation experience with SOAR. Students will also receive transportation policy/procedure reminders and refreshers as needed. These briefings should occur prior to entering the vehicle whenever possible.
- C. Prior to entering the vehicle, staff should insure that students have all necessary gear with them for the activities to which they are transporting.
- D. Students should be made aware of behavioral expectations during van travel:
  - 1. no loud voices
  - 2. no gesturing or speaking to people outside of the vehicle
  - 3. no horseplay
  - 4. no food or drink in the van
  - 5. keep hands to oneself
- E. Student should be briefed on safety concerns
  - 1. seat belts will be worn at all times
  - 2. everyone is to remain seated
  - 3. hands and heads are to remain inside the windows
  - 4. the back window must remain closed
- F. Staff shall assign seating as the need dictates (i.e., gender issues, behavior management, etc.).
- G. A SOAR staff will always sit in the farthest back seat that students are sitting in.
- H. During stops, students are to remain seated and belted inside the vehicle unless authorized by a staff.
- I. Students will be made aware of the need for quieter conditions in the van during inclement weather driving.
- J. Does everyone understand and does anyone have any questions?

# Logistics Standard Operating Procedures

## Student Equipment Check-Out/In

### A. Check Out Procedures

1. Equipment must be checked out by the logistician
2. Have students fill out and sign an itemized list of checked-out items.
3. Emphasize that they are responsible for the equipment, and will be charged for lost and damaged equipment, except for normal wear.

### B. Check In Procedures:

1. The Logistician will double checked returned equipment against the itemized list.
2. Gear must be clean and dry (if possible) when turning in equipment.
3. The Logistician should check the gear for damage and wear and tear as it is turned in.
4. Lost and damaged equipment will be paid for by the students before they leave.

## Staff Equipment Check-Out/In

Group Gear will be hand-receipted to you, and you are responsible for it's safe return. You will be issued a gear inventory that reflects equipment for which your staff team is responsible.

1. Instructors will be issued group gear on Day 1 of their course and will return it at the end of each course.
2. The gear room will be locked at all times. If you need something, contact the Logistics Coordinator.
3. Check the contents of the first aid kit and re-supply as necessary after each phase.
4. At the end of the summer, group gear will be examined by the Logistician, and any damages will be the responsibility of the staff team to which the gear was issued.

## Lost or Damaged Equipment

1. Staff are responsible for any gear that is hand receipted to them.
2. Any damages other than normal wear and tear must be reported to the Logistics Coordinator.
3. If students have left without being held accountable, these damages are your responsibility.
4. The Logistics Coordinator will thoroughly review all group and individual gear returning at the end of the summer.

## Food Supply and Re-supply

1. Trail food must be picked up before each phase. A food list will be included.
2. Students will plan their own trail food for the second phase.

3. After a phase, return usable unused dry food and all containers to the food room. A storage box will be outside to receive returned goods. Throw away all cooler food.
4. Certain special food requests will be met if possible, if received at least two days prior to the phase. SOAR can accommodate vegetarian diets – other dietary needs (vegan, lactose intolerance, etc.) must be met by the staff themselves.
5. Meals, while at base camp, will be eaten in the covered dining area or at the fire rings adjacent to each shelter.

### **C. Care of Equipment**

1. All equipment must be stored appropriately, in a warm dry place.
2. Equipment which is UV sensitive should be stored away from light:
 

Rock Climbing Gear	Ropes
Ropes Course Equipment	Tents and Tarps
Sleeping Bags	Back packs
3. Climbing gear should be stored away from participants, when not in use. All climbing and ROPES course gear will be inspected prior to each use. All ropes must be stored in ropes bags unless in use.
4. Gear will be kept in safe working order. Repairs will be facilitated in house when appropriate, and gear will be sent out to be repaired if necessary. All repairs are handled through the logistician.
5. All fuels must be stored in a locked storage box separate from any buildings.

### **Lost & Found**

1. All Lost & Found Items will be placed in a plastic bin (labeled Lost & Found) in the Covered Dining Area.
2. The Logistician will go through the items daily to see if any are labeled with student names. If so, the items will be returned to the student as soon as possible.
3. At breakfast on the last day of each course, the Logistician will have every student look through the Lost & Found and claim any of their belongings.
4. At the end of each session, any remaining Lost & Found items will be cataloged in a list maintained by the Logistician and the items will be stored in the gear room.
5. Thirty days after the end of summer programming, all remaining unclaimed Lost & Found items will be cleaned and donated to local charities.

## **Equipment Inventory and Inspection Schedule**

### ***Equipment Inspection / Retirement***

1. Equipment Checkout (Summer)
  - a. Each summer equipment is distributed to Course Directors according to the Table of Distribution.
  - b. Course Directors hand-receipt group gear to staff teams and activity gear to activity specialists.
  - c. Staff members assist the Logistics Coordinator with the check-in / check-out of student gear.
  - d. All equipment is inspected at time of check-out and check-in.
2. Equipment Checkout (Fall / Winter / Spring)
  - a. Each fall, winter, and spring equipment is distributed to Course Directors according to the Table of Distribution.
  - b. Gear included in the table of distribution includes: vans, trailers, locks, credit cards, tool boxes, games boxes, and climbing gear.
  - c. All equipment is inspected at time of check-out and check-in.
3. All equipment is inspected prior to each use.
4. All equipment is inventoried and inspected by Logistics personnel each May, August, and December.
5. Equipment is retired when it is no longer serviceable.
6. Updated equipment, tool, and gear are sent to and kept at Balsam Base.

### ***Ropes Inspection / Retirement***

1. Each rope is visibly inspected prior to each use. Likewise, a check is made at the end of each use. All rope use is noted on the *Rope Log* for that rope.
2. When inspecting a rope, keep a keen eye for abrasions which have exposed the core of the rope, any cuts or nicks in the rope sheath, "kinks" inside the sheath, and fibers extending beyond the length of the sheath.
3. Course Directors, Activity Staff, Logistic personnel, and Directors can pull a rope from inventory and retire it any time if they feel the rope is unsafe.
4. All ropes are retired after 5 years regardless of use or when showing signs of wear.

### ***High Ropes Course Inspection***

1. The course will be inspected by the Site Manager prior to each use.
2. The course will be inspected seasonally (Fall, Spring, Summer) by Logistician.
3. Courses are inspected annually from an external source and records kept on file.
4. An Arborist will inspect course trees regularly per peer standard for damage.

## **Equipment Inspection Schedule** (page 2)

### ***Harness and Helmet Inspection***

1. Every harness and helmet will be inspected prior to each use. If any unacceptable wear is detected, that item will be pulled from inventory immediately and given to the Logistician for final determination.
2. Harnesses and helmets will be retired from climbing or ropes course use after five years. The retired harnesses and helmet may continue to be used for caving until they show unsafe wear and tear.
3. A helmet that sustains a significant blow should be retired from inventory immediately.

### ***Vehicle Inspection***

1. Every SOAR vehicle (van, truck, or car) is inspected with each use. Staff will use the *Vehicle Check-Out / Check-In Form* as their inspection guide.
2. During the summer, the Logistics Coordinator will inspect each vehicle between each course.
3. All deficiencies will be reported to the Logistics Coordinator using a *Vehicle Maintenance Form*.
4. All SOAR vehicles will be serviced in May, August, and December by a mechanic.

### ***Sea Doo and Mako Inspections***

1. Each Sea Doo and the Mako will be inspected before, during, and after each use according to their specific *Operational Checks*.
2. Sea Doo and/or Mako equipment will be inventoried at the start and end of each day using their specific *Equipment Inventory / Checklist*.
3. Each Sea Doo and/or Mako will be inspected and field serviced between each session.
4. Each Sea Doo and/or Mako will be dealer serviced in August and winterized in October.
5. SOAR personal watercraft are licensed and registered in the state of North Carolina and display all necessary registration numbers and certificates. On Sea Doos, proof of ownership and registration are found in the plastic storage canister in the forward storage compartment or are stored in a dry bag in the center console. On the Mako, proof of ownership and registration are found in the orange plastic storage box in the center console.

## **UNIVERSAL ACCESS CONSIDERATIONS**

Whenever possible, activities are designed and conducted in a manner which focuses on transcending rather than compensating for any individual's lack of ability.

### **Course Director Office Phone and Computer Policies**

A phone line will be available in the Course Director office for phone use by the staff. There will also be a staff computer available for check out. Phone/computer usage times will be only when not working. The Course Director on base must insure that the staff shares the use of the resource and that they utilize it appropriately. The staff computer must be checked in and out via a Course Director. That Course Director is then ultimately responsible for making sure the computer is returned.