

NOLS TRANSPORTATION POLICY

Revised February 2010

The NOLS transportation policy provides guidance and requirements for the operation of NOLS vehicles, driver training and licensing, expectations for driving behavior and compliance with U.S. Dept. of Transportation (USDOT) and state regulations. This policy applies to all NOLS vehicles and any personal vehicles carrying students. NOLS vehicles are intended for NOLS business only. All use of NOLS vehicles must have approval by the appropriate branch school manager. This policy is based on U.S. laws and regulations and serves as a basis for NOLS transportation policy worldwide. Specific laws and regulations in other countries may preempt parts of this policy.

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1. GENERAL TRANSPORTATION POLICIES

A. Driver Requirements and Training Policies

1. The vehicle driver must (for NOLS owned or rented vehicles):
 - a. Be at least 21 years of age.
 - b. Have in their possession a valid driver's license. Non U.S. citizens must have a valid international drivers license (see item "d" below).
 - c. Have on file a valid, current and satisfactory Motor Vehicle Record (MVR). **MVR's need to be renewed every year.** MVR's may not be available for non-U.S. drivers. The following criteria apply.
 - i. Drivers aged 21 and 22 must have their driving record (MVR) approved by our insurance carrier. There can be no violations on their record, ever.
 - ii. Drivers aged 23 and 24 can have no more than two moving violations during the previous three years.
 - iii. Drivers aged 25 and older can have no more than three moving violations or one accident and one moving violation during the previous three years.
 - iv. Drivers with a major driving conviction will not be allowed to drive NOLS vehicles, convictions include:
 - Driving under the influence of alcohol or drugs
 - Driving with a suspended or revoked license
 - Permitting an unlicensed driver to drive the insured vehicle
 - Reckless driving
 - Filing a fraudulent claim
 - Fleeing from the scene of an accident in which the insured was involved.
 - d. Non U.S. citizens under the age of 23 without the means of verifying their driving record cannot drive. Non U.S. citizens 23 years of age or older may drive subject to other aspects of this policy.
 - e. Have permission of the branch school director or other appropriate manager.
2. Completion of a defensive driving course is required for drivers transporting students. Completion of a defensive driving course is encouraged if NOLS driving responsibilities do not include transporting students. NOLS prefers that drivers complete the NOLS defensive driving course. NOLS trained defensive driver trainers are employed at branch schools. Opportunities to receive NOLS defensive driving include:

- a. While on contract prior to working a course that requires an instructor to drive (check with the branch school).
 - b. Attending regularly scheduled defensive driving courses at a NOLS branch school (check with the training dept. or branch school).
 - c. Classes may be offered in association with some seminars; caving, rock climbing, or river.
3. Have successfully completed NOLS training specific to the operation of the vehicle including loading procedures and understanding the handling characteristics of the vehicle. This is available on a case by case basis with each branch school.
 4. In addition to the above any bus driver must hold a valid Commercial Drivers License (CDL), satisfactorily complete training specific to bus driving and comply with USDOT and licensing regulations (Refer Section 2, NOLS Compliance with USDOT Regulations for more information.)
 5. International staff, such as a U.S. citizen in Australia or Australian citizen in the U.S., needs to be approved for driving by the branch director or appropriate branch manager. Appropriate supervised time behind the wheel when in a different country is necessary before solo driving or driving with students. Consider allowing international staff to drive only with another local staff or in convoy led by a local driver.
 6. Drivers with international licenses may have limits imposed on the number of passengers they can transport.
 7. A Yukon Class 4 license or similar provincial license or a U.S. CDL is necessary for driving a van with more than 10 passengers in the Yukon.

B. Vehicle Operating Policies

1. Drivers of any NOLS vehicle or private vehicle transporting students must comply with the Hours of Service, (HOS) regulations as defined by the Federal Motor Carrier Safety Administration. (Refer to Section 2, NOLS Compliance with USDOT Regulations for more information.)
2. Alcohol:
 - a. No alcohol or non-medical drugs may be consumed while operating a NOLS vehicle or a personal vehicle being used for NOLS business.
 - b. Drivers must wait eight (8) hours after drinking any amount of alcohol before driving. Excessive drinking (5 or more beers or equivalent) 8 hours before driving duties is not wise and may preclude driving.
 - c. NOLS supports the designated driver concept in situations where necessary e.g.: NOLS sponsored social functions.
 - d. Drivers need to be aware of any possible adverse reactions from any prescription or non-prescription drugs, such as antihistamines, they may be taking.
 - e. When transporting alcoholic beverages, containers must be unopened and stored outside the passenger area of the vehicle. Alcohol cannot be transported across state lines.
 - f. Violations of 2a and 2b will result in suspension of driving privileges for five years.
3. Drivers should inform passengers that seat belts must be worn when the vehicle is in motion.
4. All NOLS vehicles will be driven with headlights on during operation.
5. No passengers will be allowed to travel in the cargo bed of a pickup truck while the vehicle is in motion.
6. All drivers will observe posted speed limits, traffic signs and legal rules of the road. At any time conditions warrant due to weather, traffic, road conditions or vehicle type drivers will reduce speed appropriately.
7. Avoid driving practices that lead to loss of control such as driving too fast for road conditions and panic steering.
8. Load the vehicle properly:
 - a. Each branch school has loading practices specific to their needs and fleet.
 - b. Determine maximum payload capacity or maximum vehicle weight rating.
 - c. Do not overload vehicles - use additional vehicles to distribute load if necessary.
 - d. Flammable liquids/ materials must not be transported in the passenger compartments of vehicles. Exceptions – when a van is used for transporting cargo only (driver and cargo), flammables should be placed in rear of the vehicle.

9. Fifteen Passenger Vans
 - a. Roof racks are not allowed.
 - b. Occupancy in 15-passenger vans is limited to 12 people including the driver. Twelve passenger seating includes two forward seats, two 3-person and one 4 person bench seats. Eleven passenger seating includes two forward seats and three 3-person bench seats.
 - c. Have passengers occupy forward most seats first. Have heavier passengers occupy forward seats.
 - d. Do not use vacant space in the rear of a van to transport gear and equipment. A payload capacity of 100 pounds is allowed for the rear space of the van.
 - e. Drivers need to be aware of and be familiar with how a loaded van handles.
 - f. NOLS no longer purchases 15-passenger vans (effective June 2002).

10. Commercial Motor Vehicles (CMV's)

Certain vehicles used by NOLS are considered under federal regulation to be commercial motor vehicles (CMV's) and are subject to federal regulations for interstate commerce.

These vehicles include:

- a. 12 or 15 passenger vans
- b. Crew cab and regular cab full size pick up trucks
- c. Busses

Refer to Section 2, NOLS Compliance with USDOT Regulations for more information.

Drivers of vans and pickup trucks do not need a commercial driver's license (CDL). Drivers of busses do need a CDL

11. NOLS vehicles are serviced on a regular schedule and records are kept at each school location. This is also a federal regulation for CMV's. When operating a motor vehicle, drivers (NOLS employees if not the driver) will routinely perform a pre-trip vehicle check and complete a service sheet. Refer to Section 2, NOLS Compliance with USDOT Regulations and the appendix for more information.
12. If using a personal vehicle for NOLS business it must be insured, whether transporting students or not. Personal vehicle insurance is the coverage that will respond in the case of an accident. NOLS vehicle insurance will not apply so it is recommended that personal vehicles not be used to transport students – consider this decision carefully.

C. Driving Behavior Expectations

1. NOLS will support the decisions of persons acting in a prudent manner. Driving in an unsafe or dangerous manner is unacceptable.
2. Picking up hitchhikers is discouraged. Transportation of non-NOLS people during routine business is at the discretion of the branch director. These individuals are covered by NOLS insurance when riding in a NOLS vehicle. This is not intended to prohibit transporting people in distress, or local people in rural situations who routinely hitchhike for transportation.
3. Drivers must avoid distractions while driving.
 - a. Driver use of cell phones (voice or text) and hands free devices and any other type of electronic communication device while operating a NOLS vehicle is prohibited while the vehicle is in motion.
 - b. Physical obstructions to hearing such as headphones with the use of personal music players are not allowed.
 - c. Be prepared to properly handle the vehicle while controlling passenger behavior.
 - d. Use passengers, when available, to adjust radio, climate control, answer cell phones or respond to other passenger needs.
 - e. Drivers can limit or prohibit the use by passengers of light emitting devices while driving at dark such as flashlights, flash cameras, cell phones, and lap top computers.
4. Transportation of personal pets in vehicles is prohibited unless the pet is in an appropriate enclosed pet carrier and carrier is properly secured.

2. NOLS COMPLIANCE WITH USDOT REGULATIONS

A. Introduction:

This document provides compliance requirements for all NOLS U.S. licensed vehicles governed by the Federal Motor Carrier Safety Regulations (FMCSR's), U.S. Department of Transportation (USDOT).

NOLS locations subject to regulation by USDOT are Rocky Mountain (incl. Three Peaks Ranch and Utah Base), Teton Valley, Pacific Northwest, Southwest, Alaska and Mexico (because their vehicles are licensed in Wyoming).

NOLS Rocky Mountain Transportation Manager, Steve Matson, oversees NOLS USDOT compliance. Steve will alert branches to any changes in the requirements and Debbie Derbish, Operations Office Manager, will update the document. The compliance guidelines are part of the NOLS Transportation Policy (NAFP B.3.1) available on NOLS Rendezvous.

B. Transportation Laws and Regulations

USDOT AND FMCSR'S

1. The FMCSR's regulate interstate vehicles used for commerce – referred to as Commercial Motor Vehicles (CMV's). The definition (paraphrased) of a CMV is as follows:
2. Any vehicle used on a highway in interstate commerce to transport passengers or property when:
 - a. The vehicle has a gross vehicle weight rating (GVWR) or gross combination weight rating (GCWR) of 10,001 pounds or more.
 - b. Is designed or used to transport more than 8 passengers (including the driver) for compensation.
 - c. Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation.
 - d. Is used to transport hazardous materials.

Applicability to NOLS

1. The busses, crew cabs, 12 or 15 passenger vans and any other vehicle we use that meets the above criteria and used for interstate transportation are CMV's.
2. NOLS is a Motor Carrier of Passengers and falls under the category of Private Motor Carrier of Passengers (PMCP) (Non-Business). (*FMCSA, ETA – Motor Carrier of Passengers¹*)

C. Compliance Requirements for NOLS

As a Private Motor Carrier of Passengers and an operator of Commercial Motor Vehicles we must abide by certain federal regulations.

Driver License requirements

1. There are CMV's that require a Commercial Drivers License (CDL) and CMV's that do not require a CDL.
 - a. CMV's that require a CDL have a GVWR greater than 26,000 pounds or seating capacity greater than 15 – our busses and some of our larger trucks and truck/trailer combinations. (*FMCSR 383.5*)
 - b. CMV's that do not require a CDL include vehicles with 9 – 15 passenger capacity (“not for direct compensation”) and trucks with a GCWR less than 26,000 pounds. (*FMCSR 390.1(f)(6)(i)*)
 - c. Refer to the vehicle owner's manual to determine the GCWR for a specific vehicle.
2. States are the licensing agency. The state laws for Wyoming, Alaska, Washington and Arizona have requirements for a CDL that are consistent with the USDOT criteria as it pertains to the vehicles NOLS uses.
3. Specifically for NOLS
 - a. All drivers of vans and most drivers of crew cab trucks do not need to have a CDL.
 - b. Some drivers of certain truck/trailer combinations do need to have a CDL.
 - c. Drivers of NOLS busses need to have a CDL
 - d. All drivers must be at least 21 years old (*this is a NOLS insurance requirement*)

¹ <http://www.fmcsa.dot.gov/safety-security/eta/motcarrofpassengers.htm?printer=true>

Driver training

1. The process to obtain a CDL requires specific training and testing (see CDL section below).
2. All NOLS drivers who transport students need to have taken a defensive driving course, preferably the NOLS defensive driving course.
3. All NOLS drivers need to submit an annual MVR.

Hours of Service

1. All drivers of CMV's are subject to the Hours of Service (HOS) regulations.¹
2. Drivers with CDL's are subject to additional specific requirements regarding HOS.
3. Following eight consecutive hours off duty:
 - a. Drivers are allowed ten hours of driving time.²
 - b. Drivers cannot operate a CMV after 15 hours of on-duty time. On-duty time may include driving and other work. After 15 hours other work can be done – just can't drive. Rest or meal breaks do not count towards the 15-hour on-duty limit.
 - NOLS encourages drivers to rest when fatigued.
 - Non-CDL license holders do not have to keep a logbook.

Medical Exam

1. Non-business PMCP drivers are not required to have a medical exam (*FMCSR 391.68 (a)(4)*)
2. CDL license holders are required to have a medical exam per the conditions of a CDL.

Physical Qualifications

1. Non-business PMCP drivers are subject to the minimum physical qualification standards found in Section 391.41 (b) (1)-(13).
 - a. Refers to physical conditions that disqualify a person from driving a CMV for a PMCP non-business including but not limited to loss of limbs, impairment of hand or fingers, diabetes requiring insulin, diagnosis of cardiac disease, respiratory dysfunction, epilepsy, diagnosis of alcoholism etc.
 - b. Waivers may be required for the above physical limitations

USDOT Identification is required

1. Motor vehicle identification report form MCS-150. (*FMCSR 390.19*)
2. Marking of CMV with USDOT number. (*FMCSR 390.21*)
3. Marking has to be preceded by USDOT. (*FMCSR 390.21(b)(2)*)
4. Maintain an accident register – to assist in accident investigation. (*FMCSR 390.15*)

Annual inspection of vehicles

1. Non-business PCMP's are required to have CMV's inspected at least annually (*FMCSR_396.17*).

Service Sheets

1. The USDOT requires that service sheets be completed after **every drive** of a CMV.
2. After **every drive** the driver must indicate on the service sheet any suspected problems and sign the bottom and turn it into the branch transportation manager/mechanic.
 - a. For vans and crew cab pick up trucks the driver completes the service sheet and signs it.
 - b. For busses and truck/trailer combinations the branch transportation manager or mechanic completes the service check of the vehicle, fills out the service sheet, signs it and leaves it in the vehicle for the next driver.
 - i. The next driver must sign the service sheet prior to the drive and turn it back into the branch transportation manager.
 - ii. A completed service sheet has three signatures – the first driver, the transportation manager or mechanic and the second driver.
 - In some cases the driver/transportation manager and mechanic are the same person and this is ok.

¹ The federal regulations exempt drivers of vehicles designed to carry 9-15 passengers from the HOS, however NOLS will follow the HOS for these vehicles.

² Alaska limits are 15 hours of driving and 20 hours of on-duty time

- A minimum of two signatures is required on each service sheet. Under some circumstances the same signature is appropriate, i.e. the driver and mechanic are the same person.
- a. Service sheets need to be kept on file at the NOLS location.
- b. Transportation managers need to check that service sheets are being completed for vans and pickups.
- c. There is a new service sheet as of the summer of 2009, please make sure you are using the most updated version. (See attached.)

D. NOLS Drivers with a Commercial Driver's License (CDL)

Employment forms

1. Prior to employment, the following forms must be completed in addition to NOLS new employee forms:
 - a. Applicant must fill out a Driver's Application For Employment (DOT form # 49 CFR 391.21)
 - b. NOLS must complete an Inquiry to Previous Employers form for the applicants last three years of employment (FMCSA Reg. # 49 CFR 391.23(a) (2) & (c)).
 - c. The only branches affected by any of these documents are those employing CDL level drivers using buses to transport courses. Copies of these forms are available at the FMCSA website; www.fmcsa.dot.gov/forms/print/qualification.htm

Training

1. All NOLS CDL drivers are required to be trained by the NOLS Rocky Mountain Transportation Department. Training includes:
2. CDL training, testing and licensing
3. USDOT compliance requirements
4. NOLS transportation Standard Operating Procedures (aka NOLS Transportation Policy)

Required Forms for CDL drivers

The following forms must be kept on file at NOLS Rocky Mountain (NOLS RM):

1. Verification of Drug Testing and Drug Test results
 - An initial drug test is required for the CDL application; this will take place during the training at NOLS RM.
 - Random testing – unannounced on an ongoing basis and spread reasonably throughout the calendar year.
 - All drug and alcohol testing is administered by Drug Testing Services and their representatives relay all results to NOLS in a confidential manner.
2. Driver's Application For Employment (FMCSA Reg. # 49 CFR 391.21)
 - Completed during interview process, send copy to Steve
3. Inquiry to Previous Employers form (FMCSA Reg. # 49 CFR 391.23(a) (2) & (c)).
 - Completed during interview process, send copy to Steve
4. Copy of Motor Vehicle Request (MVR)
 - Our MVR forms are fine for CDL applications. There is a system in place within the school for obtaining MVR information and distributing said information to the appropriate people.
5. Driving Record from State Agencies- 3 years (FMCSA Reg. # 49 CFR 391.23(a) (1) & (b))
 - This seems redundant as our MVR system covers this aspect of information gathering adequately.
6. Driving Record from State Agencies- annual (FMCSA Reg. # 49 CFR 391.25(a) & (c))
 - MVR's are done every year for any employee offered a work agreement. CDL drivers obviously fall under the same requirements.
7. Annual Review of Driving Record (FMCSA Reg. # 49 CFR 391.25 (b) & (c))
 - Steve will submit this form for all CDL drivers annually

8. Annual Driver's Certification of Violations (FMCSA Reg. # 49 CFR 391.27)
 - NOLS RM would be the clearinghouse for this information. Again this form, when needed at specific branches, would be available at the aforementioned FMCSA website.
9. Driver's Road Test Certificate or Equivalent (FMCSA Reg. # 49 CFR 391.31)
 - This test will be administered at NOLS RM during the CDL training
10. Medical Examiner's Certificate (FMCSA Reg. # 49 CFR 391.43)
 - Also known as a CDL physical card. The official name of the document is Medical Examiner's Certificate.
 - First physical will be during the CDL training in Lander
 - Every two years CDL driver's need a physical and the Medical Examiner's Certificate must be sent to NOLS RM.
11. Copy of drivers license (front and back of card)
 - This will be done during the training in Lander
12. Copy of the work agreement
 - Send copy to Steve, originals to NOLS Human Resources (HR).
13. I-9
 - Send copy to Steve, originals to HR.
14. W-4
 - Send copy to Steve, originals to HR.
15. Service Sheets
 - At the end of each operating season send copies of completed service sheets to Steve
 - See details about service sheet requirements below
16. Log Book Pages
 - At the end of each operating season send copies of completed log book pages to Steve
 - Each driver will receive log books and training in how to fill them out at NOLS RM during the CDL training
 - Drivers with a CDL must fill out their log book **every** workday including days not driving
17. Time Sheet
 - For hourly employees, send copies of time cards to Steve at the end of each operating season.

Summary of FMCSA Regulations:

- Driver's Application For Employment (49 CFR 391.21)
- Inquiry to Previous Employers form (49 CFR 391.23(a) (2) & (c)).
- Driving Record from State Agencies- 3 years (49 CFR 391.23(a) (1) & (b))
- Driving Record from State Agencies- annual (49 CFR 391.25(a) & (c))
- Annual Review of Driving Record (49 CFR 391.25 (b) & (c))
- Annual Driver's Certification of Violations (49 CFR 391.27)
- Driver's Road Test Certificate or Equivalent (49 CFR 391.31)
- Medical Examiner's Certificate (49 CFR 391.43)

Information on the above regulations can be viewed at the following web site:

<http://www.fmcsa.dot.gov/rules-regulations/administration/fmcsr/fmcsrguidedetails.aspx?menukey=391>

NOLS DEFENSIVE DRIVING CLASS

October 8, 2011

The NOLS defensive driving class is designed for all staff whose job responsibilities include driving school vehicles with fellow staff and/or students as passengers. Many of the ideas and concepts in the NOLS defensive driving class have been extracted from other programs. Specifically, the core curriculum comes from the Hartford Insurance Company's 3-D driving program. Concepts from the National Safety Council's Defensive Driving Course (DDC) have been incorporated as well as the Smith System of Defensive Driving. Its principles, which focus on the "seeing" habits of drivers in relation to avoiding collisions, are included in our program. Conceptually, this class is designed for experienced drivers and does not deal with the basic skills of driving or first aid.

The following is the format for both the classroom and in-vehicle training. The basic agenda for the class is as follows:

- 1) Classroom p.m. at Noble Hotel
 - Introduction of participants and instructor
 - Pre test
 - Discussion of NOLS RM fleet operations
 - Discussion of NOLS driver guidelines
 - Slides
 - Points of discussion:
 1. Definition of 3-D concepts
 2. Driver attitude and its affect on behind the wheel performance
 3. Discussion of proper backing techniques and associated safety considerations
 4. Guidelines regarding drugs and alcohol
 - Video focusing on winter driving techniques
 - 5. Seat belts, air bags; their use and institutional requirements
 - 6. Types of collisions, degree of severity and their avoidance
 - Video showing '60 Minute' expose on 15 passenger van safety issues
- 2) Pre trip inspections; NOLS RM Transportation Department
- 3) Behind the wheel session (TBA)

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The following is the format for both the classroom and in vehicle training. The basic agenda for the class is as follows:

1) Classroom a.m.

- Introduction of participants and instructor
- Pre test
- Discussion of NOLS RM fleet operations
- Discussion of NOLS driver guidelines
- A.M. slide show

Points of discussion:

1. Definition of 3-D concepts
 2. Driver attitude and its affect on behind the wheel performance
 3. Discussion of proper backing techniques and associated safety considerations
 4. Guidelines regarding drugs and alcohol
 5. Discussion of the role our senses play in regard to driving
- Video focusing on winter driving techniques

Lunch Break

2) Classroom p.m.

- Review /questions regarding morning session
- P.M. slide show curriculum

Points of discussion:

1. Seat Belts, air bags; their use and institutional requirements
 2. Types of collisions, degree of severity and their avoidance
- Video showing '60 Minute' expose on 15 passenger van safety issues

3) Pre trip inspection protocol

4) In vehicle session

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3-D REFRESHER COURSE ITINERARY

February 18, 2010

Noble Hotel Classroom

8:30 am – 10:00; Introduction, pre test, FY '09 review, review of 3-D materials and curriculum.

10:00 am – 11:00; Discussion of NOLS insurance and insurability factors with NOLS Finance Director Jeff Buchanan and Controller Terry Marcus.

11:00 am – Noon; Discussion of NOLS driver guidelines and interpretation of our FMCSA compliance review with NOLS Risk Management Director Drew Leemon.

Noon – 1:00 pm; LUNCH

1:00 pm – 2:00; D.J. Sweet, Director of Injury Prevention Resources will discuss her findings regarding traffic collision patterns and related safety issues within Fremont County, and the states of Wyoming, Colorado and Utah. Discuss potential changes on the state level regarding traffic safety legislation and what's on the horizon.

2:00 pm – 2:30; A presentation of the "First on the Scene" program from Rob Henry, an associate of Injury Prevention Resources with 17 years of EMT experience.

2:30 pm – 3:00; Open

3:00 pm – 4:00; Presentation from the Wyoming Highway Patrol on log book regulations, safety inspections, hour restrictions, combination vehicle weight limits and associated questions and answers.

4:00 pm – 4:15; Wrap up