



# 3-Day Driver Training

Everything you need to know about being a Susan G. Komen 3-Day event driver.



## WELCOME

Thank you for serving as an event driver. YOU will make it possible for everyone to be where needed, when needed. It's a big responsibility so thank you for taking a few minutes to review the ins and outs of keeping the Susan G. Komen 3-Day® moving in a safe and timely manner.



## SAFE DRIVING PROCEDURES

Our crew philosophy is centered on safety. On the Komen 3-Day, we have acronyms for everything and driving habits are no exception.

- S** - Spotters: Have a spotter assist you with backing up, parking, etc.
- A** - Accountability: Crew members are accountable for the vehicle they are driving.
- F** - Follow the rules of the road.
- E** - Events without accidents: Our ULTIMATE goal!



## SPOTTERS:

Whenever possible, have a spotter with you when using an event vehicle. Spotters can assist drivers by getting out of the vehicle and assisting while backing up, parking, etc. Statistically, more accidents happen on the 3-Day® when we do not have a spotter doing their job while the driver is backing up. This occurs most with our passenger vans and trucks. It really is amazing how many times that tree or basketball hoop jumps out at you when you don't have a spotter!

## ACCOUNTABILITY:





We are putting a great deal of trust in you as the driver of a 3-Day event vehicle. Vehicle accidents are expensive, and every dollar used to settle accident claims means less money going back to the fight to end breast cancer. Making sure you are following 'SAFE' means fewer accidents and more money toward our cause.

## FOLLOW THE RULES OF THE ROAD:

Watching signage, stopping at yellow lights, using the vehicle's flashers when backing up – these are all tasks to be vigilant about when using an event vehicle. Stay alert to your surroundings and bear in mind that event vehicles do not receive any special consideration from the public or local authorities.

## EVENTS WITHOUT ACCIDENTS:

To make your time behind the wheel a safe and accident free experience, here are some important items to put on your driving to-do list:

-  Take the time to adjust the mirrors and acquaint yourself with all the vehicle controls before driving. Please familiarize yourself with your new ride before getting on the road.
-  Rely on your navigator for assistance. It's their job to be your look out so make sure to take advantage of that extra set of eyes.
-  Take extra care when backing up since your vehicle is most likely much larger than your average vehicle. When backing up, a truck especially, please use your navigator as a "spotter." Go ahead and have them get out of the vehicle before you attempt to back up.
-  You'll also want to pay close attention to the clearance heights listed for bridges or overpasses. The height of your truck is typically written on the outside of the box. If you don't see it, make sure to ask your Vehicle Coordinator for assistance. Please keep that number in mind as you drive and when filling up with fuel.

## SAFE DRIVING BEST PRACTICES

Sweep vans are the only vehicles permitted to pick up participants along the route and should follow the Sweep deployment plan as outlined by the Shuttle and Sweep Captains. Sweep vehicles are not meant to provide a taxi service, and if this occurs, the walkers who truly need sweep van assistance will suffer.

Use hazard lights and pull over to the side of the street when picking up participants, placing signage or picking up supplies. When possible please use the shoulder or a driveway instead of part of the street.

All participants must remain seated, no standing, when a vehicle is in motion.

Wear your seatbelt at all times, it's not just for safety, it's the law. That goes for all drivers and passengers.



Decorations should never impede the driver's vision through the front and rear windows, as well as the side mirrors. Please feel free to decorate your vehicles, just do so in a safe and responsible manner. We know it makes the walkers' day to see your creativity, just please ensure you have clear lines of vision in all directions.

## ACCIDENT PROCEDURE

- 1) If you are in an accident where there are physical injuries and/or air bags are deployed, immediately call 911. Please remain calm. In an emergency situation, the most important thing is that we keep everyone safe. After calling 911, call the Vehicle Logistics Coordinator to report the accident.
- 2) If there are no injuries, pull over as soon as it is safe to do so, then call the Vehicle Coordinator and they will advise you and dispatch the appropriate help to the accident scene.
- 3) Complete the Accident Form with as much detail as possible and include all necessary information from any parties who were involved in the accident. Look for witnesses and request their contact information before they leave the scene.
- 4) Exchange contact information (name, address, phone number and insurance company name) with the other driver(s). The 3-Day insurance company information can be found on the back side of the Accident Report Form, located in each vehicle.
- 5) A member of the staff will take pictures of all vehicles involved, license plates and all other objects involved in the accident. The staff member will then forward the pictures to Support Services to be attached to the accident report form. In the rare occurrence where a staff member is not available in a timely manner, the Vehicle Coordinator will direct a crew member may take pictures with their personal phone/camera. Make sure to take pictures of all vehicles involved, license plates and all other objects involved in the accident. Even if you don't see damage, take pictures of

# 911

the contact areas. Pictures must be taken for all vehicle accidents, as even minor damage needs to be documented for insurance purposes. The crew member must send these pictures to Support Services as soon as possible.

- 6) Please return to camp as soon as possible to turn in your completed Accident Report Form and any pictures you took to the Support Services staff member.

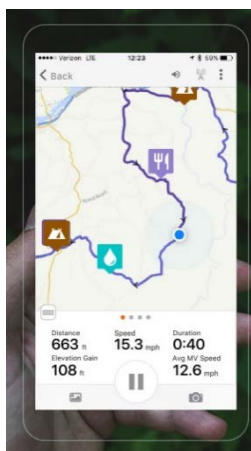
### WHAT TO KEEP IN YOUR EVENT VEHICLE

There are a few things you'll want to ensure are kept in your event vehicle at all times:

- ✓ Vehicle Accident Packet
- ✓ Event Summary (list of all event addresses)
- ✓ Your cellphone.
- ✓ Your car charger for your phone.
- ✓ Your driver's license
- ✓ Personal water and snacks (for you, fellow crew, and walkers)

### RIDE WITH GPS

Crew members will use their personal cell phone with the Ride with GPS app and/or the Event Summary – which lists out each of the event addresses – to access directions between event sites.



### REFUELING PROTOCOL

All vehicles, including box trucks, need to be returned with a full tank of gas. On Friday when you retrieve your keys from the Vehicle Coordinator you will also be given a gas card to fuel your vehicle over the weekend. Please keep your receipts to turn in with the card on Sunday at the Load-Out Lot. This card should only be used for fuel for your event vehicle.



### SUNDAY LOAD-OUT PROTOCOL

It is important you return your vehicle(s) as soon as you are finished with your crew duties. We begin returning vehicles as early in the day as possible, so it is imperative yours be returned promptly.

Make sure that your event vehicle is cleaned, inside and out, prior to your arrival at the Load-Out Lot. Take a few moments to clean out all trash, take off any decorations, etc. If there are any decorations on your vehicle or it is not completely full of fuel, you will not be allowed to return it until it is completely cleaned and full.

### IN-PERSON TRAINING

The final piece of driver training will take place at the All-Crew Kick-Off. Please prepare by making a copy of your driver's license to turn in when you arrive. You will also take the short safe driving quiz. Before you leave for the day, you will have the chance to practice driving an event vehicle. Please let the Vehicle Coordinator know you'd like to go for a spin and he or she will be happy to show you to a vehicle similar to what you will be driving for the weekend.

**WE LOOK FORWARD TO SEEING YOU AT THE ALL-CREW KICK-OFF!**

