

FIELD MANUAL

Biology Department
James Madison University
Harrisonburg, VA 22807

2017

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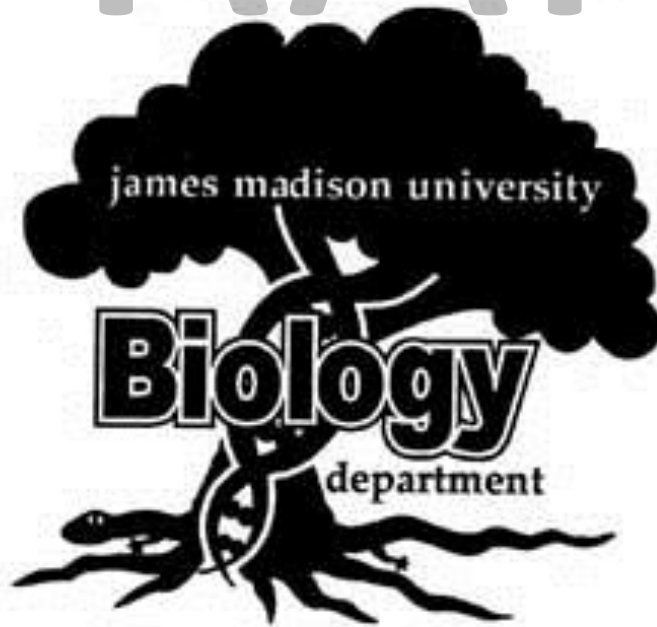


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Faculty Responsibility

It is the responsibility of all faculty who engage in any course or research related field activity to have fully read the policies and procedures contained in this manual.

It is also the responsibility of faculty members to make this manual available for any/all students participating in field research, course related trips, volunteer activities, and make sure that they complete and submit the appropriate form(s) included in this manual.

This manual as well as all necessary forms contained within will be posted on the Biology department website

Please note that having access to departmental vehicles is a privilege. We will do our best to accommodate your needs, but as this is a very large and active department, please do not expect to have unlimited access to any vehicle at any time.

Department of biology motor vehicles

The JMU Department of biology has the following vehicles that are available for department related use.

VANS:

485: 2006 GMC Savana - 12 passengers max, including driver

640: 2009 Ford E350 - 12 passengers max, including driver

733: 2011 Ford E350 - 12 passengers max, including driver

Prioritized use for all vans:

1. Class/lab trips
2. Research use that does not require going off road
3. Individual or small group road trips (professional meetings, etc).
4. On-campus/in-town trips/meetings/errands

4WD VEHICLES:

359: 2001 Ford Expedition – 5 passengers max, including driver

791: 2013 Chevy Suburban – 8 passengers max, including driver

897: 2016 Nissan Frontier Truck – 4 passengers max, including driver.

Prioritized use for 359, 791, & 897:

1. Research/field/off-road use
2. Individual or small group road trips (professional meetings, etc).
3. On-campus/in-town trips/ meetings/errands

797: 2010 Subaru Forester AWD – 5 passengers max, including driver.

Prioritized use:

1. On-campus/in-town trips/ meetings/errands
2. Individual or small group road trips (professional meetings, etc).
3. Research/field/off-road use

Vehicles 359, 485, 640, 733, 791, & 897 have a calendar on the biology website and are scheduled by emailing Billy Flint (flintwd). The Subaru Forester 797 is not on the biology website calendar and is also scheduled by emailing Billy Flint.

JMU OFFICIAL VEHICLE USE POLICY

Policy 4303

Use of State Vehicles

<http://www.jmu.edu/JMUpolicy/policies/4303.shtml>

5. POLICY

University vehicles may only be used to conduct the business of the university. Access to university vehicles is a privilege, not a right, and the university may withdraw the privilege from any employee, contractor, student or student group.

5.1 Personal Use Prohibited

No University Vehicle may be used for personal travel or personal business of any operator or passenger. Personal use of a university vehicle is misconduct, and will be sanctioned.

5.2 Authorized Drivers

Only authorized university employees and authorized members of student groups who provide proof of valid operator's permits may operate university motor pool vehicles, except as provided in section 5.5 below. Only university employees who are specifically assigned driving responsibilities and who hold appropriate licenses may operate university service vehicles. Only appropriately licensed chauffeurs employed by the university may operate university buses and charter buses. Drivers must be a minimum of 19 years old and have possessed a driver's license for a minimum of 2 years. An individual whose license is suspended or revoked is not authorized to drive any university vehicle under this policy.

5.3 Non-university Passengers

University vehicles are not to be used to transport individuals who are not employees or students as a convenience or favor to those individuals, or in situations where the driver has no legitimate business reason to transport the individual. Transportation of such individuals is not a valid use of the university resources, and has the potential to create liability on the part of the institution. However, the business of the university at times requires transporting individuals other than university employees and students in university vehicles, and this is a legitimate use of a university vehicle. Examples include but are not limited to candidates for employment who are invited to visit campus, donors being escorted to official university events, participants in university sponsored and sanctioned camps on campus, families visiting campus during the Choices events, and other non-university individuals whose transportation in a university vehicle is determined to be in furtherance of university business. When the transportation of such individuals is a part of the assigned duties of an employee or student authorized to drive the vehicle, no prior written permission to transport such individuals is required. JMU students, JMU volunteers, and employees and students of other Virginia state agencies and institutions may be transported in University Vehicles only when their travel is directly related to official state business.

When a university vehicle is being used to transport university employees and/or students, and the vehicle has seats which are not being used, other individuals who are not a part of the university community, including family members of students and/or employees, may be transported in the university vehicles, but only when their travel is determined in advance by the appropriate dean or director to be:

1. of benefit to the university, and
2. related to official university business.

The dean or director must document this determination by a signed form approving the individual's transportation. A copy of the form is available on the Transportation Department's website: <http://www.jmu.edu/facmgt/services/transportation/index.shtml>. Each individual transported under this section must sign an assumption of risk document before the travel, and deliver it to the dean or director approving the transportation.

Biology dept. procedures for travel and department vehicle use

Required Documentation

- **Travel Authorization form:** required anytime your travel will incur any cost (except for fueling university vehicles) that is paid for by the Biology Department, either up front or through a reimbursement. Each individual incurring cost must submit this form. The TA form available in a folder at the loading dock.
- **Travel Documentation form (p. 11):** required anytime your travel does not require you to submit a Travel Authorization form. It is required anytime you are leaving campus on department or university related business or that you are representing the university. This form must be completed for each vehicle leaving campus.
- **Student Research Field Safety form (p. 12):** required for any student who is leaving campus to participate in student research. This form must be completed once per semester or once per research course (BIO 49X).
- **Course Field Trip Information form (p. 14):** required for any student leaving campus for a course related activity. This form must be completed once for each field trip the student is participating in.
- **Driver Information Form (p. 16):** required for any employee or student before they can drive a Biology Department vehicle. This form only needs to be submitted once per individual (ever).
 - Any new driver of a JMU vehicle must first attend a brief training session before they will be allowed to reserve or drive a Biology dept. vehicle. Please see Billy Flint to schedule a training appointment.
- **Non-university Passenger Waiver form (p. 17):** required for any individual who wants to ride in a department vehicle but is not a student or an employee of JMU.
- **Non-university Passenger Assumption of Risk form (p. 18):** required of any individual who plans to participate in a department related activity but is not a student or employee of JMU.

Vehicle Reservation

- Check the vehicle booking schedule which is located on the JMU Dept. of Biology website as a Department Link in the Faculty & Staff page.
http://www.jmu.edu/biology/van_bookings.shtml
- Make sure that a vehicle is available during the time that you wish to reserve it.
- Send an email to: flintwd@jmu.edu with a very clear request to reserve a specific vehicle for a specific date and time range.
- If **all** biology vehicles are unavailable, you may be able to reserve a vehicle through the JMU transportation dept. (page 21) or it may be possible to use a personal vehicle (page 23).

- Only biology department faculty, staff or graduate students may reserve department vehicles, though undergraduate students may also drive vehicles.
- Please follow these vehicle reservation guidelines
 - **No speculative reservations.** Only reserve vehicles for specific dates and times you know you will need the vehicle. If for any reason you will no longer need to use the vehicle, you must cancel your reservation immediately.
 - For field research use: Only reserve a vehicle for up to **one week** in advance and then only for the specific hours that you know you will be using it. If for any reason you will no longer need to use the vehicle, you must cancel your reservation immediately.
 - For class use: Instructional courses have priority. It is ok to reserve a vehicle for any date during the **current** semester as long as you only reserve for specific days and times that you know that you will. If for any reason you will no longer need to use the vehicle, you must cancel your reservation immediately.
 - For other uses (meetings, etc.): You may reserve a vehicle for any date during the **current** semester to attend already scheduled events that you know you will be participating in.
 - If for any reason you will no longer need to use a vehicle that you have reserved, you must cancel your reservation immediately.

Vehicle Keys

- Keys are located in lock boxes in the receiving room near the loading dock.
- Any Bioscience key can be used to release a vehicle key. The building key cannot be removed from the lock box until the vehicle key is returned. There is a video link on the van bookings page which demonstrates how to check out vehicle keys.
http://www.jmu.edu/biology/van_bookings.shtml

Parking

- All Dept. of biology vehicles have designated parking spaces in the D2 parking lot across from the Bioscience building and should always be returned to their appropriate space after use.
- Whenever possible, please have someone stand behind the vehicle and help direct you to back out of the parking space safely.
- If you do not feel confident that you can park a vehicle without incident, please find a faculty member or graduate student to help.
- If for some reason you cannot park a vehicle in its designated space, you can park in any open non-designated parking space, but you cannot park in a different vehicle's designated.
- Any fines incurred because of illegal parking will be paid by the driver.

Vehicle / Equipment Maintenance

- All trash must be removed from the vehicle following use.
- Vehicles must not be returned to the parking lot low on fuel (see fueling section p.8).
- Any field equipment used must be cleaned and returned and the mud room kept clean.
- Any issues with the department vehicles must be reported to Billy Flint immediately.

Field equipment use and storage

There is an assortment of waders, boots and nets available for teaching or research related use in Bioscience room 1033E (Mud room). Any equipment used needs to be cleaned and returned immediately following its use. The Mud room must be kept as clean and organized as possible. Please do not borrow any equipment from any cabinets or drawers or from room 1033F without asking permission from the owner(s) of the equipment.

Field equipment and Vehicle cleaning

We have a ShopVac and a deep sink in the mud room (1033E) that can be used for cleaning as needed. However, to reduce campus input into the Chesapeake Bay, we are no longer allowed to wash equipment or vehicles at the loading dock as it may produce runoff that will drain into a storm drain. Please rinse out equipment as much as possible at your field site before returning to campus. Any additional cleaning that needs to be done at Bioscience will have to be done either inside at a sink, or outside in a grassy area where runoff cannot reach a storm drain. The hose has been relocated from the loading dock to east side of the building outside of room 1029. Please do all cleaning at this location. The valve key to turn on the faucet is located in the mud room. Between the months of November through March, please disconnect the hose from the faucet after use to prevent freezing and subsequent damage. DO NOT prop the east exit only door or the mud room or loading dock doors wide open while cleaning or loading/unloading equipment. If you must prop a door, please do so as close to shut as possible.

Watercraft

The following watercraft are available for department related use.

VA 2285 BD - 2003 Crestliner 16' Jon boat. Weight capacity 920lbs.

Transported with 2003 Tennessee trailer. License plate number: 64271S

VA 9036 BC - 2003 Zodiac 11' Inflatable boat. Weight capacity – 5 people (3+1+1) / 1330lbs.

2, 14' Old Town canoes.

Outboard motors:

Gamefisher 15 – 2-cycle gas – 15hp. Located in Bioscience 1033E. Only for use on the Jon boat.

Motorguide BD1241QS – 12VDC electric – 41lbs thrust. Located in Bioscience 1033F. For use on either boat.

The Jon boat and trailer are currently located in the JMU grounds dept. storage lot which is located behind the JMU recycling office/warehouses off of South Main Street. There is a gate that is locked on weekends and after 5pm on weekdays that blocks access to that lot. We do have an electronic key that will open the gate. This key is located in the vehicle lock box with the rest of the vehicle keys.

There are also oars available for operating the boats in Bioscience room 1033F.

Personal Floation Devices (PFDs – also formerly called 'life vests') are located in Bioscience 1033F, and should ALWAYS be worn anytime any individual is in any boat/canoe that is in the water.

Fueling

Biology vehicles should be returned to their parking spot with the gas tank at least half full. If the fuel tank is less than half full when you are done using it, please refill the tank completely.

While it is the previous user's responsibility to have refueled the vehicle before returning it, it is the current van user's responsibility to check the fuel level and make advanced plans to refuel before their trip if necessary. If you know that you will need most of a tank of gas, **you should plan to refuel on campus** before your trip.

A full tank of gas will go approx. 350 miles in the vans and the Forester, 400 miles in the truck, and 450 miles in the Expedition and Suburban.

For local vehicle use, **you should always refuel at the JMU gas pump** which is located at the Vehicle Maintenance and Repair Garage which is on West Grace Street, in front of the University Services Building. Also, before leaving on a long trip, you should always first refuel using the JMU gas pump.

If you will be taking a vehicle on a trip that you know will require you to refuel before you return, you can obtain a fuel credit card from Billy or Janina. Please include your fuel receipt(s) when you return the card. If you unexpectedly have to refuel away from campus, be sure to save any receipts to submit to Janina for reimbursement upon your return.

Before you can refuel at the JMU gas pump, you will need to obtain a fuel pin number by either going in person to the JMU Department of Transportation located at 1603 South Main Street, or by sending an email to Teresa Fansler at fansletl@jmu.edu. Be sure to always have your fuel pin number BEFORE you take out a Biology van in the event that you will have to refuel. Forgetting your pin number is not an acceptable excuse for returning the Biology van low on fuel.

Each van also has a unique fuel "key" – which is a little disc-shaped plastic device that is located on the key ring of each vehicle.

Before you attempt to refuel, you will need to have your pin number, the van fuel key and the van's odometer reading ready as the fuel pump will ask for each of these things in very quick succession. If you delay at all, the process will time out and you will have to start over.

If the vehicle has been refueled off campus since the last time it was fueled on campus, the fuel kiosk will ask you to resubmit the odometer reading up to three times before it will accept it.

Department of Biology Travel Documentation Form

Name of person who reserved or owns vehicle used:

Names of all persons present in vehicle

Phone number

What vehicle are you taking? _____

If personal vehicle, list make, model, year, and license plate number.

What is your destination? Place name AND physical address, closest road intersection or GPS coordinates:

When are you leaving? Date and approximate time:

When do you plan to return? Date and approx. time:

Approving faculty mentor signature:

This form must be filled out individually for each vehicle leaving campus. In addition; any students leaving campus must have at least one of the following forms on file and should have read the dept. field manual.
Research - once for each faculty member they are performing research under.
Class field trip – once for each class for which they will be traveling off site.
Driver – once for each student who will drive a dept. vehicle.
Department vehicles must be refueled before returning to Bioscience.

STUDENT RESEARCH FIELD SAFETY FORM 1 of 2
James Madison University
Department of Biology

Students should be aware that fieldwork activities have inherent hazards. JMU faculty and staff will seek to minimize these hazards by imposing appropriate safety precautions. However, to reduce the risk of accidents, students must abide by the following provisions:

- Undergraduate students must not work alone outside Harrisonburg city limits.
- Always leave your itinerary with someone.
- Check the weather forecast before proceeding to the field.
- Do not access private property without permission.
- In the field, always carry JMU identification and a letter from your research advisor on JMU letterhead.
- Carry a cell phone with you; however, do not depend solely on a cell phone as the signal may not carry to remote areas.
- Wear appropriate clothing, footwear, and personal protective equipment.

I have received and understand the safety instructions provided. I agree to abide by these safety instructions and the provisions listed above. I recognize that field work will involve moderate physical activity and other activities that pose a risk of personal injury. In the event of an emergency, please notify the contact listed below.

Printed Name: _____

Signature: _____

Date: _____

Emergency Contact: _____ Relationship: _____

Address: _____

Phone 1. _____ Phone 2. _____

STUDENT RESEARCH FIELD SAFETY FORM 2 of 2
James Madison University
Department of Biology

This side of the form is only for students to complete if they will be accessing private property. This form is not for the private property owner to sign

I have read and understand the foregoing explanation of the risks inherent in the voluntary travel activity. I am at least eighteen years of age, and it is my decision to participate in the activity, if accepted by James Madison University. I hereby accept the risk of injury to me and to my personal property as a result of participating in the activity, and, as further consideration for its permitting me to participate in the activity, I hereby release James Madison University from any and all damages, injuries, claims, causes of actions, or losses of any kind which I may have resulting in whole or in part from my participation in off-campus travel activities. I further release the following property owners

Property owner

– and their employees, officers, affiliates, agents, and advertising and promotional agencies – from any and all damages, injuries, claims, causes of actions, or losses of any kind which I may have resulting in whole or in part from my participation in off-campus travel activities.

I understand that if I have any question about the foregoing at any time in the future, I may contact the JMU University Risk Management Office at 540-568-6495 or riskmanagement@jmu.edu, who has sole authority in this matter.

Name (print) _____ Date _____

Name (signature) _____

Witness (print/signature) _____

COURSE FIELD TRIP INFORMATION FORM 1 of 2
James Madison University
Department of Biology

Students should be aware that fieldwork activities have inherent hazards. JMU faculty and staff will seek to minimize these hazards by imposing appropriate safety precautions. However, to reduce the risk of accidents, students must abide by the following field trip provisions:

- Obey all safety instructions given by the field trip leader. Students not conforming to these instructions may be dismissed from the trip.
- Stay with the group or working teams except by clear arrangement with the field trip leader. Immediately alert the trip leader if someone becomes separated from the group or team.
- Immediately report any accident, injury, or illness to the field trip leader.
- Wear appropriate clothing, footwear, and personal protective equipment as advised by the field trip leader.
- Prior to the trip, notify the field trip leader of any disability (i.e. injuries, phobias, etc.) or medical condition (i.e. heart condition, asthma, allergies, etc.) that may impact your ability to participate safely. Carry a sufficient supply of any necessary medication.
- All participants must travel in University vehicles unless personal vehicle use is approved by the instructor, and all passengers must wear seat belts.
- After a trip, all participants must assist with clean up. This may include removing trash from vehicles, cleaning and storing equipment, and reporting any damage to vehicles or equipment.

I have received and understand the safety instructions provided by the field trip leader. I agree to abide by these safety instructions and the provisions listed above. I recognize that the course will involve moderate physical activity and other activities that pose a risk of personal injury. In the event of an emergency, please notify the contact listed below.

Printed Name: _____

Signature: _____ Date: _____

Emergency Contact: _____ Relationship: _____

Address: _____

Phone 1. _____ Phone 2. _____

COURSE FIELD TRIP INFORMATION FORM 2 of 2
James Madison University
Department of Biology

This side of the form is only for students to complete if they will be accessing private property. This form is not for the private property owner to sign

I have read and understand the foregoing explanation of the risks inherent in the voluntary travel activity. I am at least eighteen years of age, and it is my decision to participate in the activity, if accepted by James Madison University. I hereby accept the risk of injury to me and to my personal property as a result of participating in the activity, and, as further consideration for its permitting me to participate in the activity, I hereby release James Madison University from any and all damages, injuries, claims, causes of actions, or losses of any kind which I may have resulting in whole or in part from my participation in off-campus travel activities. I further release the following property owners

Property owner

– and their employees, officers, affiliates, agents, and advertising and promotional agencies – from any and all damages, injuries, claims, causes of actions, or losses of any kind which I may have resulting in whole or in part from my participation in off-campus travel activities.

I understand that if I have any question about the foregoing at any time in the future, I may contact the JMU University Risk Management Office at 540-568-6495 or riskmanagement@jmu.edu, who has sole authority in this matter.

Name (print) _____ Date _____

Name (signature) _____

Witness (print/signature) _____

DRIVER INFORMATION FORM
James Madison University
Department of Biology

Driving a JMU-owned vehicle is an important responsibility. By signing and dating this form, drivers acknowledge the basic requirements and expectations for operating a JMU-owned vehicle.

In order to operate a JMU-owned vehicle, **the driver must meet the following conditions:**

- Be a JMU student or employee or be affiliated with a JMU-sanctioned program.
- Have a valid driver's license.
- Be at least 19 years old.
- Have at least two years of driving experience.

The driver of a JMU-owned vehicle must abide by University Policy #4303 (Use of State Vehicles) which includes, but is not limited to, the following requirements:

- Travel must be associated with the mission of the Department, club activity, or JMU program.
- Personal travel and non-essential stops or detours are prohibited.
- The driver and all passengers must wear seatbelts.
- Distracted driving is prohibited (i.e. using cell/smart phones, GPS devices, etc. while moving).
- Carrying non-JMU passengers is prohibited (i.e. friends, family, general public, etc.)
- Possession or use of alcoholic beverages or drugs and smoking are prohibited.
- The vehicle must be safeguarded while parked (windows rolled up, doors locked, etc.).
- If a breakdown occurs, the JMU Maintenance Garage and JMU Public Safety must be called.

In the event of an accident, the driver must:

- Immediately call campus Public Safety at 568-6911 if the incident occurs on or near the JMU campus or the State Police for all other incidents.
- Follow all instructions in the Accident Information Packet found in the vehicle clipboard.

I have read and understand the basic requirements and expectations for operating a JMU-owned vehicle. I agree to abide by these provisions and applicable motor vehicle laws and regulations. I understand that any deviations may not be covered by the University insurance policy and may become the legal and financial responsibility of the driver.

Printed Name: _____

Signature: _____

Date: _____

Emergency Contact: _____ Relationship: _____

Address: _____

Phone 1. _____ Phone 2. _____

Non-University Passenger Waiver Form

Allowing Non-University Passengers in University Vehicles

Under Manual of Policies and Procedures Policy 4303

I am the Dean/Director over the employee/office which has requested that

_____,
(name) a non-university passenger, be transported in a university vehicle, not in the ordinary course of business of the university under the terms of University Policy 4303, Section 5.3.

I hereby certify the following to be true and correct:

A university vehicle is being used to transport university employees and/or students on _____
(date) from _____ (starting point) to _____
(destination).

I have approved this trip, which is for legitimate business reason. The vehicle has seats which are not being used to transport university employees and/or students. The non-university passengers are not being transported as a convenience or favor to those individuals.

I find that the non-university passenger's travel is of benefit to the university and is related to official university business.

The non-university passenger (or the parent, if the passenger is under 18) has signed an assumption of risk document which is attached hereto. (Failure to attach a signed assumption of risk document nullifies this form and the non-university passenger will not be transported).

I hereby approve of the non-university passenger's transportation in a university vehicle.

Name of Dean/Director Date

Signature

Name of Director of Facilities Management Date

Signature

**James Madison University Travel Assumption of Risk Certificate
FOR NON-UNIVERSITY PASSENGERS**

Participation in James Madison University (JMU)-sponsored travels is entirely voluntary, and conditional upon compliance with University policies, rules, and instructions. In determining whether you will participate in the activity, you should be aware that JMU cannot ensure your safety or undertake financial responsibility for you or your personal property in the event that you are injured or your personal property is damaged or lost while participating in the activity.

In consideration of JMU permitting your participation in the activity, you must agree to assume the risk associated with the activity, as well as with travel to and from the activity. As is the case with many other activities in which you may engage, you should determine whether you or your family have health or accident insurance in effect to adequately cover you should you be injured while participating in this activity. JMU faculty and staff will seek to minimize travel hazards by implementing appropriate safety measures. However, to reduce the risk of accidents, travelers must abide by the following travel provisions:

- Obey all safety instructions given by the travel leader. Travelers not conforming to these instructions may be dismissed from the trip.
- Stay with the group or working teams except by clear arrangement with the travel leader. Immediately alert the trip leader if someone becomes separated from the group.
- Immediately report any accident, injury, illness, or "near miss" to the travel leader.
- Wear appropriate clothing, footwear, and personal protective equipment.
- It is recommended that prior to the trip; you notify the field trip leader of any specific difficulties or medical condition that may impact your ability to participate safely and meaningfully. Carry a sufficient supply of any necessary medication.
- All participants must observe state law restricting the use of tobacco products or alcoholic beverages at any time in state vehicles.

I have read and understand the foregoing explanation of the risks inherent in the voluntary travel activity. I am at least eighteen years of age, and it is my decision to participate in the activity, if accepted by James Madison University. I hereby accept the risk of injury to me and to my personal property as a result of participating in the activity, and, as further consideration for its permitting me to participate in the activity, I hereby release James Madison University from any and all damages, injuries, claims, causes of actions, or losses of any kind which I may have resulting in whole or in part from my participation in off-campus travel activities. I further release the following property owners (if applicable)

Property owner _____

– and their employees, officers, affiliates, agents, and advertising and promotional agencies – from any and all damages, injuries, claims, causes of actions, or losses of any kind which I may have resulting in whole or in part from my participation in off-campus travel activities.

I understand that if I have any question about the foregoing at any time in the future, I may contact the JMU University Risk Management Office at 540-568-6495 or riskmanagement@jmu.edu, who has sole authority in this matter.

Name (print) _____ Date _____

Name (signature) _____

Witness (print/signature) _____

Person to contact in case of emergency:

Name: _____ Cell phone: _____

Fieldwork hazards and precautions

Clothing. Appropriate clothing is essential anytime you are in the field. Clothing can protect against excessive sun exposure, cold and/or wet conditions, can inhibit poisonous plants and animals from accessing your skin, and can protect you from injuries.

Snakes. Any student participating in field research should familiarize themselves with the venomous snakes that occur in our area of the state. Those are the Copperhead and Timber Rattlesnake. If you are not confident that you can correctly identify these species, you should avoid approaching or handling any snake species.

http://www.virginiaherpetologicalsociety.com/reptiles/snakes/snakes_of_virginia.htm

Ticks. You are likely to be exposed to ticks anytime you are out in the field. You should always immediately remove any ticks you see either walking on or that have become attached to you. Upon returning home, you should thoroughly check yourself for ticks. If you develop any unusual rashes or become ill, make an appointment to see a doctor as soon as possible.

Poison ivy. Learn how to identify poison ivy, and avoid it. If you come into contact this plant, wash the exposed area with soap and water as soon as possible to prevent a rash from developing. Appropriate clothing can help protect you from exposure.

Bears. Bears are not uncommon in many of the natural areas near JMU. If you encounter a bear, do not attempt to approach or feed it. In the unlikely event that it approaches you or displays aggressive behavior, do not run or use fearful or submissive body postures. Shout, throw objects at it, and as a last resort, fight back.

Weather. Do not attempt to conduct or continue field work if weather conditions are unsafe. Unsafe weather conditions include excessively hot or cold temperatures, thunderstorms, snowstorms, hurricanes or tornadoes – or if there is a watch or warning for any of those weather conditions. Do not attempt to access or cross a body of water that is too swift either on foot or in a watercraft. Never attempt to drive a vehicle across a road covered in water.

Private property policies

Faculty or students should not access private property for any reason without written landowner permission. Verbal permission is not acceptable.

For a single visit to a private property to participate in a low impact activity that results in no modification to the property, written permission either through an email or a signed letter is sufficient.

If a property will be accessed on more than one occasion for purposes as described above, then JMU must request that the landowner provide proof of insurance coverage for their property in addition to written permission to access their property.

If a property will be used for an ongoing research project or projects, then JMU would need to complete a license agreement with the landowner in addition to requesting insurance coverage. The license agreement then takes the place of written permission.

A certificate of insurance coverage request is accomplished by completing this online form: <https://www.jmu.edu/riskmgmt/cocform.shtml>

To request that JMU complete a license agreement with a private landowner, you must contact Jini Cook, cookvg@jmu.edu, who will then contact the landowner and complete the license agreement.

Please do not request that JMU initiate proof of insurance coverage or a license agreement with a private landowner without first communicating this intent with the landowner.

Reserving vehicles through the JMU Motor Pool

Biology faculty may only reserve a vehicle through the JMU motor pool IF all of our vehicles are currently in use AND with approval from the Department Head.

For example, if all of our vans are reserved and you need to take more people than will fit in one of our other vehicles to a conference, then it may be possible to reserve a van from the motor pool. However, you may not reserve a vehicle from the motor pool just because the available biology vehicles are larger than you need.

The Motor Pool Operations is located at 1603 South Main Street, approximately three blocks south of the main campus, diagonally across from Wendy's. Operating hours are 7:00am to 5:00pm Monday through Friday. Vehicles must be picked up during normal business hours.

Vehicles must be scheduled online through the Biology Office using the computer vehicle request program, AiM.

Questions can be directed to the Administrative staff at 8-8147 or 8-7429. Rental vehicles are located in a secured area and will require card access to return vehicles after normal operating hours. Each vehicle is equipped with an access card for entry. Card access is not required to exit the secured area. The Motor Pool Operation has a wide range of vehicles to meet our customer needs.

The Biology department will get charged EITHER the minimum per day OR the per mile charge, depending on which is greater – but not both charges. Also, we do NOT have to refill the motor pool vehicles back up with fuel before returning them (as long as we can make it back without running out completely).

Vehicle Rates as of 06/01/2015

Vehicle Group	Per Mile	Cancel/ No Show	Minimum Per Day	Hourly Rate
Sedan Alternative Fuel	\$0.30	\$35.00	\$35.00	N/A
Sedan - Midsize	\$0.26	\$26.00	\$26.00	N/A
Sedan - Full size	\$0.28	\$29.00	\$29.00	N/A
Van - 07 Passenger	\$0.33	\$38.00	\$38.00	N/A
Van - 12 Passenger	\$0.60	\$42.00	\$42.00	N/A
Van - Cargo	\$0.60	\$42.00	\$42.00	N/A
Truck - Light Duty	\$0.58	\$45.00	\$45.00	N/A
SUV - Small	\$0.56	\$40.00	\$40.00	N/A
SUV - Full	\$0.57	\$45.00	\$45.00	N/A
Trip Bus*	\$2.20	\$200.00	\$200.00	\$38.55**
Coach Bus*	\$3.00	\$564.00	\$564.00	N/A
Chauffeurs				\$15.00***

Late / Cancellation / No Show

If the customer is going to be late picking up a vehicle, please notify the Transportation Department as soon as possible at 8-8147 or 8-7429. If the customer needs to cancel a vehicle, we require they contact the Transportation department 24 hours prior to scheduled pick up to avoid a departmental charge. The charge will reflect the minimum daily fee of that vehicle if not cancelled within 24 hours. Cancellations related to inclement weather are excluded from minimum charge. "No Show" for vehicle pick up will be handled the same as failure of cancellation and the charges will remain the same.

Emergency Breakdowns

Motor Pool customers are provided a Best Roadside Service card in the key packet received when the JMU Motor Pool vehicle is picked up. This card is only available for use with JMU Motor Pool vehicles.

Personal Vehicle Use

JMU Financial Procedures Manual Subsection .334 of the Travel Procedure (Section 4215)

.334 Personal Automobiles

University employees may use personal automobiles when traveling on Official University business. The University usually considers a personal automobile cost beneficial for occasional travel planned for distances up to an average of 100 miles per day.

Campus visitors, such as consultants and speakers, University Board of Visitors members and certain prospective employees may be reimbursed for all personal vehicle mileage at the maximum mileage reimbursement rate.

.334.1 Current Mileage Rates

Current Mileage Rates are available below.

To receive the higher mileage reimbursement rate for personal vehicle mileage exceeding an average of 280 miles per day per trip, the employee must request the University Transportation Manager to certify that one of the following apply:

A State-owned vehicle/OFMS rental is not available or accessible.

It is in the interest of the University to use a personal vehicle.

The use of a personal vehicle is cost beneficial to the State.

The employee must submit a cost/benefit analysis and a completed Personal Vehicle Use Form (PVUF) to the Transportation Manager. In preparing the cost/benefit analysis, the employee should consider all cost associated with getting, parking, operating and returning a State-owned vehicle, to the cost of operating a personal automobile. Refer to Facilities Management Website @ http://drive.facmgt.jmu.edu:81/cars/index_html for instructions and forms on obtaining necessary certification. A Personal Vehicle Use Form, approved by the Transportation Manager, must be attached to the Travel Expense Reimbursement Voucher in order to receive the higher mileage rate.

If the higher mileage rate is used for reimbursement, the traveler's Senior Vice President, or Associate/Assistant Vice President, Dean, or Associate/Assistant Dean, Director that reports directly to the VP, must sign as approval the Travel Expense Reimbursement Voucher.

Employees electing to use their personal vehicle as a matter of convenience for trips exceeding an average of 280 miles per day will be reimbursed for mileage at the reduced rate.

The Personal Vehicle Use Statement at the top of the Travel Expense Reimbursement Voucher should be checked appropriately when the traveler is a state employee.

Personal Vehicle Mileage Rates

The following chart provides the current and future (Effective January 4, 2017) mileage rates for the use of personally-owned vehicles for approved University travel for the first 15,000 miles in a fiscal year. Refer back to [Subsection .334](#) of the Travel Procedure (Section 4215) for additional information.

REASON FOR USE OF PERSONAL VEHICLE	RATE PER MILE
280 miles or less average per day per trip	.535 effective 1/4/17
Use of Personal Vehicle is Cost Justified or a State owned vehicle is not available.(Must be certified by Transportation Supervisor)	.535 effective 1/4/17
Traveler elects to use Personal Vehicle.	.246
Use of Personal Vehicle is not Cost Justified.	.246
Mileage Exceeds 15,000 miles in a fiscal year.	.13



Personal Vehicle Use Form

James Madison University

Traveler's Name: _____	Contact Person: _____	Phone Number: _____
Department: _____	Department MSC: _____	Date Prepared: _____
Destination(s) _____	Departure Date: _____	Return Date: _____
Dept. Org. Number: _____		
Reason for Travel: _____		

Cost Benefit Analysis (completed by traveler)

The traveler must submit a cost/benefit analysis to the Transportation Manager to receive maximum mileage reimbursement. In preparing the cost/benefit analysis, the traveler should consider all costs associated with getting, parking, operating, and returning a State-owned vehicle, to the cost of operating a personal vehicle.

Getting a State-owned vehicle	\$
Parking a State-owned vehicle	\$
Operating a State-owned vehicle	\$
Returning a State-owned vehicle	\$
Cost of operating a personal vehicle	\$

SECTION 1 : Traveler Signature

Traveler (print full name)	_____
Traveler Signature	_____
Date	_____

SECTION 2 : Departmental Approval

Department Head (print full name)	_____
Department Head Signature	_____
Date	_____

This section for Facilities Management Transportation Use Only

SECTION 3 : Facilities Management Transportation Approval

Personal Vehicle Justification (check one only)

- A State-owned vehicle is not available or accessible – personal mileage rate
- The use of a personal vehicle is cost beneficial to the State or in the best interest of the University – personal mileage rate
- A state vehicle is available or not requested – fleet rate

Transportation Manager (print full name)	_____
Transportation Manager Signature	_____
Date	_____

Comments:

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Submit Original form (BEFORE TRAVELING) with all required approvals to the Transportation Office, MSC 5401. Retain a photocopy in Department Office.

08/08

Driver Responsibilities

General Operation: Operators should practice defensive driving by anticipating and observing the actions of other drivers and controlling the vehicle in a manner so as to avoid accidents.

Official Use Only: Operators shall use fleet vehicles for official state business only.

Relatives: Family members of state employees are permitted to ride in fleet vehicles only when travel is directly related to official state business.

Hourly and Part-Time State Employees: An agency may permit students, part-time or hourly employees, and volunteers to state service to operate or ride in fleet vehicles if on official business for the agency.

Hitchhikers and Pets: Hitchhikers and pets are not allowed to ride in any State vehicle.

Smoking & Eating: Smoking is not allowed in state vehicles and eating is prohibited while driving.

Compliance with Motor Vehicle Laws: No state vehicle may be used to transport alcoholic beverages unless it is operated by an employee of the Alcoholic Beverage Control Board or other law enforcement personnel in the performance of their official duties.

Parking and Storage of Fleet Vehicles: Individuals and agencies are responsible for secure and safe storage and parking of vehicles.

Driving Under Adverse Weather Conditions: Operators who drive a fleet vehicle during adverse weather conditions are cautioned to take extreme care to ensure the safety of the driver and passengers.

Loss of Fleet Vehicle Keys: James Madison University Transportation Department is not responsible for an cost associated with keys being lost, stolen or locked-in the vehicle.

Seatbelts: Seatbelts must be used in accordance with state law. Customer is responsible for proper child seats in state vehicles.

Cell Phones: Hand held cell phone usage, and or texting is prohibited while driving state vehicles.

Risk Management-Automobile Accident Procedures

The Commonwealth of Virginia's Risk Management Plan applies to any accident, regardless of damage or location, including private property, involving:

* A JMU driver, in a JMU owned vehicle is involved in an accident where a non-JMU owned vehicle or non-JMU owned property is damaged and/or there is physical injury involved.

* A JMU driver, while conducting official university business/travel, is involved in **ANY** accident involving a rental vehicle (even if no other vehicle is involved). This coverage would also include any damage, theft or breakdown of a vehicle rented by the university, which occurs while the vehicle is under our care.

Filing an Automobile Claim

The following instructions must be followed if a JMU driver in a state/university vehicle, or a vehicle rented by the university, is involved in ANY automobile accident (even single-car and even on private property), or if the vehicle becomes disabled (breaks down), has been stolen, or has become damaged in some other way:

1. First, the driver must notify the State police, cellular: emergency dial #77, if the accident, theft, breakdown or damage has occurred off-campus. If the accident, theft, breakdown or damage occurs on campus, contact Campus Police at 568-6911 or 568-6912.

2. The driver must avoid making any statements regarding who is or is not at fault in the accident.

3. The driver must secure a copy of the accident report from the officer at the scene. If it is not possible to secure a copy of the accident report at the scene make arrangement to acquire a copy and secure the following information:

- a. Investigating Law Enforcement Agency Name
- b. Investigating Law Enforcement Agency Phone Number
- c. Investigating Law Enforcement Agency Fax Number
- d. Investigating Officers Name and Unit Number
- e. Date and Time of Report
- f. CFS# (Call For Service) or Report Number

4. The driver must complete an Automobile Loss Notice

5. The driver of the JMU vehicle (or rental vehicle) involved in the accident must contact the Third Party Agent (TPA) designated by the Division of Risk Management to initiate a claim. The TPA is currently **Capstone ISG (1-866-729-9655)**. Copies of the police report, the Auto Loss Notice form, and any other documentation or witness statements must be forwarded to the insurance agency as soon as possible. The driver should keep copies of all forms submitted for their personal records.

NOTE: It is the responsibility of the JMU driver involved to initiate contact with the TPA and collect and submit all required information in a timely manner.

6. The driver must report the accident to the JMU Risk Management office. If the vehicle involved in the accident was JMU owned, then the driver must also report the accident to the JMU Motor Pool. In addition, the driver must also forward copies of all forms and documents submitted on the claim to the JMU Risk Management office in the event the TPA asks for assistance with the claim.

a. JMU Risk Management office contact information:

Telephone (540) 568-6495

Fax (540) 568-2878

b. JMU Motor Pool contact information:

Telephone (540) 568-8147

Fax (540) 568-3168

7. The driver involved in the accident/damage and the university itself will both be required to assist fully in any further investigation or inquiry involved in the claim.

Contact Paula Miller at (540) 568-6495 or for additional information, JMU Public Safety at (540) 568-6912.

COMMONWEALTH OF VIRGINIA

REPORTING AGENCY'S INFORMATION

AGENCY NAME:	CELL PHONE:
ADDRESS:	BUSINESS PHONE:
CONTACT PERSON:	OTHER PHONE:
AGENCY REFERENCE #:	E-MAIL:

ACCIDENT DETAILS

ACCIDENT DATE:	ACCIDENT TIME:
ACCIDENT LOCATION:	
ACCIDENT REPORTED TO STATE POLICE (CHECK ONE) YES: <input type="checkbox"/> NO: <input type="checkbox"/>	
NAME OF POLICE DEPARTMENT:	
VEHICLE DRIVER:	POLICE REPORT NUMBER:
VEHICLE DRIVER'S LICENSE #:	
VEHICLE DRIVER CONTACT PHONE NUMBER:	
VEHICLE POOL #:	VEHICLE LICENSE PLATE #:
VEHICLE ID # (VIN)	
VEHICLE'S CURRENT LOCATION (FOR INSPECTION):	
ACCIDENT DESCRIPTION AND/OR DIAGRAM:	

OTHER DAMAGED PROPERTY

OTHER VEHICLE:	OTHER PROPERTY:
DRIVER'S NAME:	OWNER'S NAME:
DRIVER'S PHONE:	OWNER'S ADDRESS:
DRIVER'S LICENSE #:	PROPERTY LOCATION:
DRIVER'S ADDRESS:	EXTENT OF PROPERTY DAMAGE:
INSURANCE COMPANY:	
INSURANCE POLICY #:	

WITNESSES/PASSENGERS

NAME	PHONE	WITNESS	PASSENGER	AGENCY VEH	OTHER VEH
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INJURED

NAME	PHONE	AGENCY VEH	OTHER VEH	EXTENT OF INJURY:
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

REPORTED BY (NAME):	(INITIALS)	REPORTED TO (NAME):	(INITIALS)	DATE:
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Note: When submitting form electronically, your initials here will serve as your electronic signature