


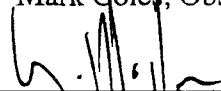


**LASER INTERFEROMETER GRAVITATIONAL WAVE
OBSERVATORY**

-LIGO-

CALIFORNIA INSTITUTE OF TECHNOLOGY
MASSACHUSETTS INSTITUTE OF TECHNOLOGY

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LIGO Vehicle Usage Policy		
G. Sanders		

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LIGO VEHICLE USAGE POLICY

LIGO property is for use only in official business. No employee, contractor or visitor may use LIGO property for personal gain.

There are no exceptions to this rule.

LIGO vehicles are owned or paid for by funds provided by the United States Government. As such, strict rules and accountability apply to the use of all of these vehicles.

Under our Cooperative Agreement with the NSF, we have a remarkable opportunity and responsibility to do our best to open up the new **science** of gravitational wave astrophysics. We have an equally important responsibility to carry out our work with the utmost attention to the **safety** of all and to the prudent **stewardship** of the public's facilities and resources. These include safe operation and entirely appropriate use, of the vehicles for official purposes.

We are also responsible to Caltech and the NSF for their **liability** for the safe and appropriate conduct of LIGO business.

In order to clarify our responsibilities, this written policy guides the use of LIGO vehicles. There are no exceptions to this written policy, except those approved in writing by the LIGO Director or Deputy Director.

Definitions:

VEHICLE OPERATOR - You are an authorized LIGO vehicle operator if you have:

- presented a valid US state driver's license or an International Driver's License accompanied by a valid driver's license from your home country and registered with the site administrator at the Observatory who will qualify you according to the attached LIGO Vehicle Operator Qualification, and
- read and understood these rules.

Types of VEHICLE OPERATORS – The rules differ for various types of vehicle operators. These types are:

RESIDENT OPERATOR– If you are a resident of the area near an observatory, whether or not you are an employee of LIGO Laboratory, a contract employee, or a long-term visitor or collaborator, you are a RESIDENT OPERATOR. Long-term visits are those that typically last more than 30 days in which you relocate your residence. Resident status is a category defined by the Internal Revenue Service, for example.

NONRESIDENT OPERATOR – If you are a traveler to the Observatory, on official travel, whether or not you are employed by LIGO Laboratory, are a contract employee, or an official visitor from a collaborating institution, you are a **NONRESIDENT OPERATOR**. Official travel to a LIGO Observatory for a stay typically less than 30 days, not involving relocation of your residence, constitutes nonresident status. Participants in SURF or REU programs are considered nonresidents.

NONOPERATOR – Casual visitors not employed by LIGO, nor on official business as collaborators or outreach visitors, may not operate LIGO vehicles. If you would otherwise be a qualified **RESIDENT OPERATOR** or **NONRESIDENT OPERATOR**, but have not presented a proper license and fulfilled the defined registration/qualification process, you are a **NONOPERATOR**.

Permitted usage:

For **RESIDENT OPERATORS** and **NONRESIDENT OPERATORS**, permitted uses are:

- All onsite usage that is directly part of your job assignment or official duties in LIGO including transport of staff and official visitors on the Observatory site for work related purposes, and for transport of materials and supplies.
- All usage to an offsite location for official purposes by a direct route without personal stops or without use for personal advantage or gain. Permitted use includes, but may not be limited to, official purchasing, materials transport, transport of official visitors as part of official travel, support of an official visit or public event for nonresident attendees, support of official outreach or for the purpose of vehicle maintenance, inspection or fueling.

For **NONRESIDENT OPERATORS** only, permitted uses also include:

- Usage that would normally be part of official travel with a rental vehicle in which a LIGO vehicle is used instead of a rental vehicle as an economic advantage. This includes travel to and from the airport, hotel or provided alternate LIGO accommodations, normal meals and incidental usage allowed while on official travel. It does not include significant side trips for tourism, inappropriate recreational activities, or any activity not normally included within the scope of official travel.

Usage that is not permitted:

- Any use that is not part of official duties or job assignments.
- Any use by **NONOPERATORS**.
- Any use by **RESIDENT OPERATORS** between their homes and the observatory sites or other location of official business that is not an emergency. Emergency use must be reported to the Site Manager and to the LIGO Directorate.

- Any transport of firearms, ammunition, explosives, weapons of any kind, illegal drugs or alcohol, unless part of official on-site business, and approved in writing by the Site Manager or LIGO Directorate. No such transport is authorized for off-site locations.
- Any casual transport of friends, relatives or hitchhikers.

Other provisions:

- Operators are responsible to ensure that other operators are appropriately licensed and registered with the Site Administrator and are aware of these rules for operation of LIGO vehicles.
- General Services Administration (GSA) may withdraw an issued vehicle from further use if it is determined that LIGO has not properly utilized and maintained the vehicles in accordance with GSA Fleet maintenance standards. Improper use includes, but is not limited to, credit card abuse and misuse, careless and abusive use of the vehicles, continued violation of traffic ordinances, at-fault accidents, reckless driving, driving while intoxicated and use for other than official purposes.
- Operators are not to drive LIGO vehicles that appear to be in an unsafe operating condition (e.g., questionable condition of tires; broken or inoperable head/tail lights or turn signals; illuminated trouble indicators for such items as brakes, oil, battery, or coolant; and other observed potentially serious operating difficulties or problems). Additionally, LIGO is responsible for the accomplishment of both scheduled preventive maintenance and needed repairs. Vehicles should be maintained in a safe and presentable (clean) condition. Minor repairs should not be allowed to accumulate.
- Drivers and passengers in a LIGO vehicle must wear seat and shoulder belts at all times while the vehicle is in motion. All drivers and passengers in any vehicle on a LIGO site must be belted.
- Never drive while under the influence of drugs or alcohol.
- Smoking or any use of tobacco products is not permitted in a LIGO vehicle.
- If a vehicle or any of its component parts, including the license plates, is stolen or lost, it is the responsibility of the operator to promptly report the theft or loss to the Site Manager. The Site Manager shall promptly make notification to the local law enforcement agencies.
- Operators of LIGO vehicles are expected to obey all traffic laws, and to operate vehicles in a safe and professional manner. Traffic and parking violations are the sole responsibility of the driver.

- **Failure to abide by the rules may result in the removal of authorization to operate LIGO vehicles, and in the case of a LIGO employee, may result in disciplinary actions.**
- If involved in an accident, complete the accident form found in the glove compartment and return this form to the Site Manager. The Site Manager is responsible to forward the form immediately to the LIGO Property Manager, and Caltech General Insurance Office.

Requesting or Checking Out a LIGO Vehicle:

All usage of a LIGO vehicle must be documented in an entry on that vehicle's LIGO Trip Signout Sheet. The Trip Signout Sheet can also be used to reserve usage at a later time for a specific planned use. Information must be entered on the Trip Signout Sheet when the vehicle is taken. The trip record must be completed when returning the vehicle keys at the conclusion of the trip. The purpose column of the Trip Signout Sheet should be completely filled out for each trip.

For each trip, the Trip Signout Entry Sheet requires:

- Operator Name
- Date
- Time Out
- Time In
- Gas Level When Returned
- Key #
- Trip Purpose/Destination/Vehicle Condition

The "Gas Level When Returned" field must be filled out upon vehicle return. No vehicle may be returned with less than ¼ tank of fuel. Operators share in the refueling responsibility by returning vehicles filled when they reach ¼ tank remaining.

Attachments:

LIGO Vehicle Operator Qualification, LIGO-M010152-00-M
LIGO Trip Signout Sheet, FM113
GSA Motor Vehicle Accident Report, Standard Form 91, 4pps.

LIGO Vehicle Operator Qualification

You are an authorized LIGO vehicle operator if you have:

- presented to the site administrator at the Observatory a valid US state driver's license, or an International Driver's License, accompanied by a valid driver's license from your home country of the proper class for the type of vehicle operated,
- are 18 years of age or older,
- and you do not have:
 - 3 or more moving violations in the past 18 months;
 - any suspension of license in the past 3 years;
 - any conviction of driving under the influence of drugs or alcohol in the past 5 years; or
 - 2 or more accidents in a Caltech-owned or controlled vehicle (i.e., LIGO vehicle, GSA vehicle, etc.).

Any driver who does not meet these criteria is restricted from operating a LIGO vehicle.

It should be understood that a copy of the Driver's License presented will be used to carry out an inquiry into the driver's record to verify qualification.

	NAME	DATE	KEY #	Time OUT	Time IN	Gas Level	PURPOSE
1							
2							
3							
4							
5							
6							
7							
8							
9							
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29							
30							

**MOTOR VEHICLE
ACCIDENT REPORT**

Please read the
Privacy Act State-
ment on Page 3.

INSTRUCTIONS: Sections I thru IX are filled out by the vehicle operator. Section X, Items 72 thru 82c are filled out by the operator's supervisor. Sections XI thru XIII are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding \$500.

SECTION I - FEDERAL VEHICLE DATA

1. DRIVER'S NAME (Last, first, middle)		2. DRIVER'S LICENSE NO./STATE/LIMITATIONS		3. DATE OF ACCIDENT	
4a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS				4b. WORK TELEPHONE NUMBER ()	
5. TAG OR IDENTIFICATION NUMBER	6. EST. REPAIR COST \$	7. YEAR OF VEHICLE	8. MAKE	9. MODEL	10. SEAT BELTS USED <input type="checkbox"/> YES <input type="checkbox"/> NO
11. DESCRIBE VEHICLE DAMAGE					

SECTION II - OTHER VEHICLE DATA (Use Section VIII if additional space is needed.)

12. DRIVER'S NAME (Last, first, middle)			13. DRIVER'S LICENSE NUMBER/STATE/LIMITATIONS		
14a. DRIVER'S WORK ADDRESS			14b. WORK TELEPHONE NUMBER ()		
15a. DRIVER'S HOME ADDRESS			15b. HOME TELEPHONE NUMBER ()		
16. DESCRIBE VEHICLE DAMAGE			17. ESTIMATED REPAIR COST \$		
18. YEAR OF VEHICLE	19. MAKE OF VEHICLE	20. MODEL OF VEHICLE		21. TAG NUMBER AND STATE	
22a. DRIVER'S INSURANCE COMPANY NAME AND ADDRESS			22b. POLICY NUMBER		
			22c. TELEPHONE NUMBER ()		
23. VEHICLE IS <input type="checkbox"/> CO-OWNED <input type="checkbox"/> RENTAL <input type="checkbox"/> LEASED <input type="checkbox"/> PRIVATELY OWNED		24a. OWNER'S NAME(S) (Last, first, middle)		24b. TELEPHONE NUMBER ()	
25. OWNER'S ADDRESS(ES)					

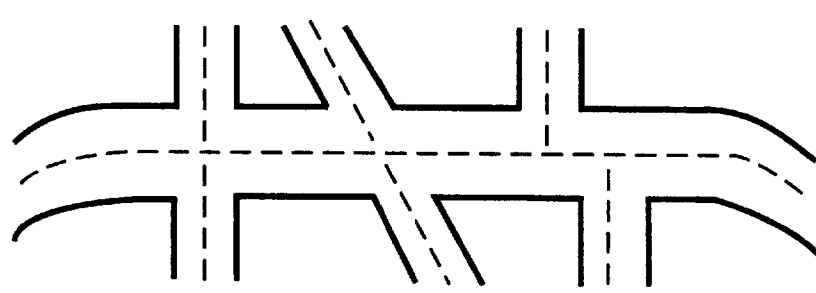
SECTION III - KILLED OR INJURED (Use Section VIII if additional space is needed.)

26. NAME (Last, first, middle)				27. SEX	28. DATE OF BIRTH
29. ADDRESS					
A	30. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		31. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	32. LOCATION IN VEHICLE	33. FIRST AID GIVEN BY
	34. TRANSPORTED BY		35. TRANSPORTED TO		
36. NAME (Last, first, middle)				37. SEX	38. DATE OF BIRTH
39. ADDRESS					
B	40. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		41. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	42. LOCATION IN VEHICLE	43. FIRST AID GIVEN BY
	44. TRANSPORTED BY		45. TRANSPORTED TO		

46. Pedes- trian	a. NAME OF STREET OR HIGHWAY		b. DIRECTION OF PEDESTRIAN (SW corner to NE corner, etc.)	
			FROM	TO
	c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT (Crossing intersection with signal, against signal, diagonally; in roadway playing, walking, hitchhiking, etc.)			

SECTION IV - ACCIDENT TIME AND LOCATION (Use Section VIII if additional space is needed.)

47. DATE OF ACCIDENT	48. PLACE OF ACCIDENT (Street address, city, state, ZIP Code; Nearest landmark; Distance nearest intersection; Kind of locality (industrial, business, residential, open country, etc.); Road description).
49. TIME OF ACCIDENT AM PM	

<p>50. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED</p> <p>Use one of these outlines to sketch the scene. Write in street or highway names or numbers.</p> <p>a. Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3 and show direction of travel with arrow.</p> <p>Example: → 1 ← 2 ←</p> <p>b. Use solid line to show path before accident and broken line after the accident</p> <p>c. Show pedestrian by → ○</p> <p>d. Show railroad by ++++++</p> <p>e. Place arrow in this circle to indicate NORTH</p> 	<p>51. POINT OF IMPACT (Check one for each vehicle)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;">FED</th> <th style="width:10%;">2</th> <th style="width:80%;">AREA</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td>a. FRONT</td></tr> <tr><td> </td><td> </td><td>b. R. FRONT</td></tr> <tr><td> </td><td> </td><td>c. L. FRONT</td></tr> <tr><td> </td><td> </td><td>d. REAR</td></tr> <tr><td> </td><td> </td><td>e. R. REAR</td></tr> <tr><td> </td><td> </td><td>f. L. REAR</td></tr> <tr><td> </td><td> </td><td>g. R. SIDE</td></tr> <tr><td> </td><td> </td><td>h. L. SIDE</td></tr> </tbody> </table>	FED	2	AREA			a. FRONT			b. R. FRONT			c. L. FRONT			d. REAR			e. R. REAR			f. L. REAR			g. R. SIDE			h. L. SIDE
FED	2	AREA																										
		a. FRONT																										
		b. R. FRONT																										
		c. L. FRONT																										
		d. REAR																										
		e. R. REAR																										
		f. L. REAR																										
		g. R. SIDE																										
		h. L. SIDE																										

52. DESCRIBE WHAT HAPPENED (Refer to vehicles as "Fed", "2", "3", etc. Please include information on posted speed limit, approximate speed of the vehicles, road conditions, weather conditions, driver visibility, condition of accident vehicles, traffic controls (warning light, stop signal, etc.) condition of light (daylight, dusk, night, dawn, artificial light, etc.), and driver actions (making U-turn, passing, stopped in traffic, etc.).

SECTION V - WITNESS/PASSENGER (Witness must fill out SF 94, Statement of Witness) (Continue in Section VIII.)

A	53. NAME (Last, first, middle)	54. WORK TELEPHONE NUMBER ()	55. HOME TELEPHONE NUMBER ()
	56. BUSINESS ADDRESS		57. HOME ADDRESS
B	58. NAME (Last, first, middle)	59. WORK TELEPHONE NUMBER ()	60. HOME TELEPHONE NUMBER ()
	61. BUSINESS ADDRESS		62. HOME ADDRESS

SECTION VI - PROPERTY DAMAGE (Use Section VIII if additional space is needed.)

63a. NAME OF OWNER	63b. OFFICE TELEPHONE NUMBER ()	63c. HOME TELEPHONE NUMBER ()
63d. BUSINESS ADDRESS		63e. HOME ADDRESS
64a. NAME OF INSURANCE COMPANY		64b. TELEPHONE NUMBER ()
		64c. POLICY NUMBER
65. ITEM DAMAGED	66. LOCATION OF DAMAGED ITEM	67. ESTIMATED COST \$

SECTION VII - POLICE INFORMATION

68a. NAME OF POLICE OFFICER	68b. BADGE NUMBER	68c. TELEPHONE NUMBER ()
69. PRECINCT OR HEADQUARTERS		70a. PERSON CHARGED WITH ACCIDENT
		70b. VIOLATION(S)

SECTION VIII - EXTRA DETAILS

SPACE FOR DETAILED ANSWERS. INDICATE SECTION AND ITEM NUMBER FOR EACH ANSWER. IF MORE SPACE IS NEEDED, CONTINUE ITEMS ON PLAIN BOND PAPER.

SECTION IX - FEDERAL DRIVER CERTIFICATION

In compliance with the Privacy Act of 1974, solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as the first step in the Government's investigation of a motor vehicle accident. The principal purposes for using this information is to provide necessary data for legal counsel in legal actions resulting from the accident and to provide accident information/statistics in analyzing accident causes and developing methods of reducing accidents. Routine use of information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.

I certify that the information on this form (Sections I thru VIII) is correct to the best of my knowledge and belief.

71a. NAME AND TITLE OF DRIVER
*

71b. DRIVER'S SIGNATURE AND DATE

SECTION X - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED

72. ORIGIN

73. DESTINATION

74. EXACT PURPOSE OF TRIP

75. TRIP BEGAN	DATE	TIME (Circle one)	76. ACCIDENT OCCURRED	DATE	TIME (Circle one)
		a.m.			a.m.
		p.m.			p.m.

77. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR

ORALLY IN WRITING (Explain)

78. WAS THERE ANY DEVIATION FROM DIRECT ROUTE

NO YES (Explain)

79. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS

YES NO (Explain)

80. DID THE OPERATOR, WHILE ENROUTE, ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED.

NO YES (Explain)

81. COMPLETED BY DRIVER'S SUPERVISOR

a. DID THIS ACCIDENT OCCUR WITHIN THE EMPLOYEE'S SCOPE OF DUTY

YES
 NO

b. COMMENTS

82a. NAME AND TITLE OF SUPERVISOR

82b. SUPERVISOR'S SIGNATURE AND DATE

82c. TELEPHONE NUMBER

()

SECTION XI - ACCIDENT INVESTIGATION DATA

83. DID THE INVESTIGATION DISCLOSE CONFLICTING INFORMATION. YES NO (If "Yes", explain below.)

84. PERSONS INTERVIEWED

NAME		DATE	NAME		DATE
a.			c.		
b.			d.		

85. ADDITIONAL COMMENTS (Indicate section and item number for each comment.)

SECTION XII - ATTACHMENTS

LIST ALL ATTACHMENTS TO THIS REPORT

SECTION XIII - COMMENTS/APPROVALS

86. REVIEWING OFFICIAL'S COMMENTS

87. ACCIDENT INVESTIGATOR

a. SIGNATURE AND DATE

b. NAME (First, middle, last)

c. TITLE

d. OFFICE

e. OFFICE TELEPHONE NUMBER
()

88. ACCIDENT REVIEWING OFFICIAL

a. SIGNATURE AND DATE

b. NAME (First, middle, last)

c. TITLE

d. OFFICE

e. OFFICE TELEPHONE NUMBER
()