



It has become increasingly necessary for University organizations to utilize hitched trailers for hauling various academic and/or recreational equipment.

For safety and security reasons, all trailers used by University organizations need to be properly hooked and unhooked. In addition, any student driver responsible for driving the vehicle hauling a trailer must be trained in driving-while-hauling-a-trailer.

Departments Affected By This Policy

Academic Departments
Athletics
Buildings & Grounds
Campus Safety
Risk Management

Procedures

In order for students to participate in a University activity that requires the use of a hauled trailer, a number of procedures are necessary to ensure the safety of the students and the security of University property and equipment. They are as follows:

1. Contact Buildings & Grounds to arrange, with a minimum of two days lead-time, to have a University employee attach or check the trailer, if attached by a student, and inspect it and the towing vehicle for properly inflated tires, working lights and signals, etc.
2. Student drivers must have completed the driving course offered by Campus Safety, which includes: (i) hooking and unhooking a trailer; (ii) driving a vehicle with a trailer attached; and (iii) proper load distribution awareness.

The trailer will be locked to the hitch and should remain this way especially on overnight trips. Keys will be made available but should only be used in emergencies once Campus Safety has been briefed on the situation and has acknowledged the unhooking of a trailer in an off-campus emergency. Once the emergency situation has been resolved, Campus Safety must be informed; this alerts them to the fact that you have resumed your trip and gives them an expected time of arrival at your destination. Remember, always use your best judgment in any emergency situation, which may include seeking assistance from a state or local emergency authority.

3. When a trailer is utilized by students traveling without a faculty or staff member, a minimum of two student drivers need to have completed the requirements of #2 above.

4. Before embarking on the return trip, student drivers should perform a simple inspection of the vehicle, trailer and hitch, especially if the vehicle and trailer have been left unattended.
5. All vehicles and trailers should be returned to their original location, which is generally Buildings & Grounds.
6. Complete reports of all emergency incidents must be given to Campus Safety upon return to campus.

Responsibilities & Contacts

Buildings & Grounds

Responsible for ensuring that vehicle requests (with trailers), made with adequate lead-time, are available and ready for student use and that all necessary safety components have been properly inspected.

Contact: Amy Davidson – (315) 228-7130

Campus Safety

Responsible for performing all vehicle/trailer driver trainings, which should include, but is not be limited to: (i) hooking and unhooking a trailer; (ii) driving a vehicle with a trailer attached; and (iii) proper load distribution awareness. Campus Safety is responsible for handling all off-campus emergencies involving a University group using a vehicle with an attached trailer. This responsibility includes fielding emergency calls, acknowledging the unhooking of a trailer in an off-campus emergency and anything else an emergency may warrant to keep all involved safe and secure.

Contacts:

Training – Sue Marks/KC Stewart – (315) 228-7333

Emergencies – Campus Safety – (315) 228-7333

Risk Management

Responsible for responding to inquires regarding this policy and assisting in emergencies, if necessary.

Contact: Andrew Fagon – (315) 228-7765