

# Standard Operating Procedures for BBNT Team Vans

Updated November 27, 2006

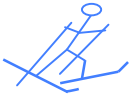
Snow Tire Policy Amended December 15, 2008

## Loading the Vans

1. All passengers always wear seat belts. No exceptions.
2. Check tire pressure weekly, and always before any highway driving.
3. The vans never carry more than the rated number of passengers.
4. Load vans with the biggest kids in front and the smallest in back.
5. Keep the last row empty.
6. When taking more than one van, distribute the passengers to have similar loads in each van.
7. Load vans keeping the weight as far forward of the rear axle as practically possible.
8. Load the trailer with optimal tongue weight and weight distribution. Optimal tongue weight is when the trailer tongue lines up with the van frame (no sag or lift at the hitch). Distribute the weight in the trailer evenly side to side.
9. If taking two vans, load the towing vehicle with less weight.
10. Keep the rack on the white van empty when possible.
11. When needed, put only the lightest items on the rack. Never more than 50 lbs.
12. Vans shall carry emergency equipment (reflectors, flares, tow chain, jumper cables, flashlight)
13. Carry a first aid kit in each van or group of vehicles traveling together.

## Driving the vans

1. Obey posted speed limits, use prudent speed on ice and in reduced visibility.
2. Obey all other traffic laws
3. Safety before schedule: only drive when fully alert; rest if too tired.
4. Only authorized, licensed drivers using insured vehicles
5. Always ensure sufficient fuel to reach destination
6. Use extreme caution or stop at railroad intersections
7. Vans never to exceed the speed limit, or 55 mph if the last row has any passengers
8. Have a map of the route and leave word of the travel itinerary with other team members
9. All van drivers trained in van handling specifics.



## **Vehicle Maintenance**

1. New snow tires with studs in the fall every year. Amended by Board 12-15-08 to have van snow tires inspected by Les Schwab dealer, and may keep snow tires for more than one year if approved by Les Schwab.

2. Van checkups are to be done every 3 months. All items listed shall be ascertained satisfactory before use. (Repairs are to be made before any team travel):

- Tires, including spare

- Brakes

- Shocks

- Steering

- Horn

- Mirrors

- Tune-up

- Fluids: Oil, window washing fluid, brake fluid, transmission fluid

- Lights and signals

- Battery/alternator

- Trailer tires

- Trailer brakes

- Trailer lights and signals

- Trailer hitch and related hardware