

## Smart Electric Vehicle Safety Rules

- 1) Whenever the vehicle key is inserted, there **must** be:
  - a certified Safety Driver in the driving seat and paying attention
  - two other people present, one of whom is a certified Safety Look-Out
- 2) The vehicle may only be operated
  - Inside the High Bay
  - In the High Bay back lot (currently not allowed)
- 3) All vehicle operators will be:
  - a university employee, OR
  - an RA or TA OR
  - a student in this course
- 4) Any incident resulting in a minor injury or in a near-miss with a credible threat of injury or damage will be reported immediately in writing on a “no-blame” basis to the High Bay steering committee. Reports may be anonymous. This will allow us to recognize unanticipated threats and report as needed to the College of Engineering Department of Safety.

## High Bay Access Safety

- 1) All must complete High Bay Safety course. This course will provide training as a Safety Look-Out as well.
- 2) There must be at least two people in High Bay at any time, operating as safety buddies.

## In Case of Emergency

An emergency situation involving a serious injury, a credible threat of a serious injury, or major property damage

- 1) **Call 911; briefly explain the problem, and request help at:  
201 St. Mary's Road Champaign, IL 61820**
- 2) **If necessary, evacuate the area**
- 3) **If necessary, supply first aid to the injured**
- 4) **Contact and report the situation to:**
  - a. **IRL and High Bay Manager and Facility Coordinator  
John M. Hart (217) 244-4174**
  - b. **Contact CSL Building Manager  
Chris Holt (217) 244-2280**
  - c. **Report incident to the Division of Research Safety  
[drs@illinois.edu](mailto:drs@illinois.edu)**

## Vehicle Operation Protocols

- 1) Occupants must wear seatbelts when vehicle might move
- 2) Adjust mirrors, seat and steering wheel for safe operation
- 3) Always engage parking brake when in neutral
- 4) Always engage parking brake after operation
- 5) Place wheel chocks when Safety Driver is leaving the vehicle
- 6) In an emergency situation with the vehicle, hit the Emergency Button(s) located on various points outside and one inside the vehicle (Note: This will not apply the brakes, but will only disengage the computer from driving the vehicle, so the vehicle will still keep moving at speed toward its current direction)
- 7) In general, the IRL manager will be present on the first occasion a group operates the vehicle or new equipment needs to be installed

## Safety Driver Protocols

- 1) Safety Driver must have successfully completed Safety Driver Training
- 2) Safety Driver must be in driver's seat and alert whenever the vehicle is not chocked (i.e. whenever the vehicle could move)
- 3) Safety Driver must be able to take over control of vehicle at all times
- 4) While acting as Safety Driver, you may not
  - a. Participate in experiments
  - b. Collect data
  - c. Operate computers
  - d. Operate cellphones, listen to music, etc.
- 5) No more than 20 mins continuous operation as Safety Driver; after 20 mins, you must break for 10 mins
- 6) Place wheel chocks when Safety Driver is leaving the vehicle

## Vehicle Key Protocols

A lost vehicle key is a serious nuisance. The key is kept in the High Bay office, with iCard access. We also need to keep track of who is using the vehicle and for what, for our sponsors

- 1) Record on the sheet:
  - a. Who is taking the key
  - b. Who is the Safety Driver
  - c. Who is the Safety Look-Out
  - d. Why you're taking the key
  - e. When you took the key
  - f. When you returned the key