

## Mini-Bus Orientation Checklist

- Width is 7' 4"
- Length is 158"
- Height is 8' 7 1/2"
- Weight is 11,500 gross vehicle weight
- 37 gal gas tank
- Outside entrance to glass door-keyed
- Storage compartment in the rear-keyed, handle all the way up to unlock or down to lock.
- Spare tire in compartment but if has a flat call Ford dealer and/or College.
- Try to maneuver so there is no need to ever back up.
- If back-up is required, it has an alarm and is equipped with Echo Vision that sound an additional alarm that speeds up the closer you are to an object.
- Inside controls include:
  - Front and rear heat and air
  - Side view mirror-electric
  - Electric windows
  - AM/FM CD
  - Automatic Transmission
  - Cruise Control
  - Cigarette lighter (no smoking allowed in college vehicle) to be used for auxiliary electrical needs.
  - Rear seat belts (driver responsible for requesting that all passengers buckle up.)
  - Two large side mirrors, (set before driving)
  - Rear view mirror for passenger viewing only.
  - Top panel controls
    - Full length passenger glass door
    - Interior lighting for passengers
    - Rear Heater
    - Fast Idle is not connected
- Comes available with I-Pass. Transponder is affixed to front window by rearview mirror.
- Familiarize yourself with two emergency exits for passengers. One to manually open full length glass door and overhead hatch.
- Practice drive in college lot before driving on open highway.
- Don't be scared of bus, it drives like a regular van, just allow extra turning radius and look for large parking spaces or two spaces.
- The insurance card and driver's manual is inside the middle console of each bus/van.

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**DATE**

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**NAME (PRINTED)**

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**NAME (SIGNATURE)**

## DRIVING SAFELY

Vans and wagons should be operated at a safe speed, which in some conditions may be less than the posted speed limit.

Safety belts must be used by all occupants.

- 80% of people fatally injured in rollover crashes involving all vehicle types were not wearing safety belts.
- Passengers can dramatically reduce their risk of being killed or seriously injured in a crash by using their safety belts.
- Drivers must be well-rested, alert and maintain a safe speed for weather and road conditions. Drivers must be especially cautious on curved roads and maintain a safe speed to avoid running off the road. If the vehicle's wheels proceed off the roadway, gradually reduce speed and steer back onto the roadway when it is safe to do so. Avoid abrupt maneuvers to return the vehicle to the roadway.  
In the event of a flat tire or tread separation, gradually slow down the vehicle and avoid abrupt maneuvers. Because vans and wagons are substantially longer, wider and heavier than cars, they:
  - Require more space and additional reliance on the sideview mirrors for changing lanes.
  - Do not respond as quickly to abrupt steering maneuvers.

Require additional braking time and distance