



Roadside Assistance & Quick Reference



For Hamilton College Vans Only



IS THIS AN EMERGENCY?

- **Unsafe situation or Crash?** Call **911**.
- **Injuries?** Call **911**.
- **Flat tire, dead battery, or lockout?** Call Roadside Assistance below.

1. ROADSIDE ASSISTANCE For mechanical issues (flat tire, jump start, tow) where **NO** accident occurred:

Call: 1-800-325-8838 (US) *Have the VIN number (located on driver's side dash) ready.*

2. REQUIRED COLLEGE NOTIFICATIONS You must report **ALL** incidents (scratches, dents, accidents, or breakdowns) to Campus Safety immediately.

Campus Safety (Emergency): 315-859-4000 **Campus Safety**
(Non-Emergency/Reporting): 315-859-4141

3. QUICK REMINDERS

- **Disabled Vehicle:** Move as far out of traffic as possible.
- **Towing:** If towed, the operator **needs the keys**. Do not leave with the keys in your pocket.
- **Paperwork:** Registration & Insurance are in the Glovebox.

LAW ENFORCEMENT / FIRST RESPONDER INFO SHEET

ATTENTION OFFICER OR FIRST RESPONDER:

The occupants of this vehicle are students/faculty of **Hamilton College** (Clinton, NY).

Please contact Campus Safety for communication with Hamilton: 315 - 859 - 4000

VEHICLE STATUS

- ☐ **Hamilton College Owned:** This is an official fleet vehicle. Registration/Insurance is in the glovebox.
- ☐ **Hale Transportation (Charter):** This service is contracted by Hamilton College.

TRIP DETAILS

- **Group/Team Name:** _____
- **Origin:** Hamilton College, 198 College Hill Rd, Clinton, NY
- **Destination:** _____
- **Total Passenger Count:** _____

PRIMARY POINTS OF CONTACT (24/7)

*Please contact **Hamilton Campus Safety** FIRST. For immediate access to administration, student information, parental contact information and college coordination.*

1. Hamilton Campus Safety (Dispatch - 24 Hours)

- **Phone:** 315-859-4000
- *Main point of contact - can dispatch out any other necessary information or parties*

2. On-Site Trip Leader / Responsible Party

- **Name:** _____
- **Phone:** _____

3. Transportation Coordinator:

- **Name:** Hannah Dillon, 315 - 859 - 4515
-

SEE ROSTER ON FOLLOWING PAGE

ATTACH COMPLETE ROSTER HERE

Send roster to a group leader, transportation department, or campus safety before trip in addition to adding to this packet



DRIVER / TRIP LEADER EMERGENCY GUIDE

STOP. BREATHE. FOLLOW THESE STEPS.

PHASE 1: IMMEDIATE SAFETY

1. **Assess Injuries:** Check yourself and passengers.
 - *If anyone is injured:* Call **911** immediately.
2. **Secure the Scene:**
 - **Vans:** If the vehicle is movable and it is safe, move to the shoulder/out of traffic. Turn on hazard lights. Turn off the engine. If it is safe to stay in the vehicle, **KEEP YOUR SEATBELTS ON**. If the vehicle is unsafe, stay off the road and guide students to a safe location away from the road/highway.
 - **Hale Buses:** *Defer to the professional driver unless they are incapacitated. If they are; stay on the bus if safe to do so, otherwise, guide students to a safe location away from the road/highway.*
3. **Call 911 IF:**
 - There are injuries (**even minor ones**).
 - The vehicle cannot move/is blocking traffic.
 - There is **ANY** property damage.
 - The other driver is aggressive or uncooperative.
 - You feel uncomfortable.

PHASE 2: WHO TO CALL

*Once the scene is safe and 911 has been contacted (if applicable), you **must** notify the College ASAP.*

1. **Hamilton Campus Safety** - Call immediately after you are safe / have contacted 911
 - **Emergency Line:** 315-859-4000
 - *Inform them of your location, the vehicle number, and student status.*
2. **Student Transportation / Coordinator**
 - 315 - 859 - 4515
3. **Hale Transportation (For Buses Only)**
 - *If the bus breaks down and the driver is unable to call:*

- Contact the Transportation Department: 315-859-4515
- Then, Campus Safety: 315-859-4000

PHASE 3: DOCUMENTATION (If Safe)

Wait for law enforcement, & follow the instructions of: 911, the on scene officers, campus safety officers and the transportation coordinator.

Use the "Accident Report Form" in the glovebox to record:

- [] Photos of the scene (all 4 sides of vehicles, license plates, road conditions).
- [] Other Driver's Name, Phone, and Insurance Policy #.
- [] Police Report Number (from the responding officer).
- [] Badge Number, Name & Agency of the responding officer.

[LINK to digital form](#)

[QR Code to digital form:](#)



PHASE 4: WHILE WAITING

- **Stay Together:** Do not let students wander off.
- **Stay Safe:** If you are on a highway, it is often safer to stay **inside** the vehicle with seatbelts ON, unless there is smoke/fire. If you must exit, stand far behind the guardrail.
- **Silence:** Advise students not to post photos of the accident on social media until the situation is resolved and parents/admin are notified.

PHASE 5: Law Enforcement / Emergency Response

- **Give Officer In Case Of Emergency Packet:** Hand officer the "LAW ENFORCEMENT / FIRST RESPONDER INFO SHEET", & answer any questions they may have
- **Document the Officer:** Take down the officers: Name, Badge #, & **AGENCY**
- **Document student location:** If injuries occur & are sent to hospitals; document which student (or faculty/staff) are being taken & to where