

PBHA Driver Certification Test

Name:

Committee

Date:

Part I: You **must** pass this with 100% accuracy.

A. General PBHA Vehicle Policy

1. Who is responsible for the safety of the passengers and enforcing PBHA driving policies?
2. Who is allowed to drive PBHA vehicles?
3. For what purposes may PBHA vehicles be used?
4. Who must wear safety belts in PBHA vehicles?
5. What are travel restrictions on PBHA vehicles?
6. What portion of the deductible is the responsibility of the driver?
7. List five infractions for which a driver and committee can be fined.
8. List three ways a driver can be suspended from PBHA driving privileges.
9. Who is personally liable for any damages and injury if you drive a PBHA vehicle before being notified that you are on the Harvard driver insurance plan?
10. To whom do you report anything wrong with the vans?

11. What do you do if you notice a policy infraction? To whom do you report it?

B. Accident Procedures and Reporting

12. What is the policy of Harvard University and PBHA in regard to the filing of accident reports?

13. What are the possible penalties if a report is not filed promptly and accurately?

14. What is the Massachusetts state law regarding the filing of accident reports?

15. What are the possible legal penalties under Massachusetts state law for failure to file promptly and accurately?

16. What information will you need to have to fill out the accident form properly?

17. Suppose you hit a parked car (or other property), and the owner is not available, what do you do?

18. List the steps you are required to do in the case of an accident?

19. You have had an accident and a passenger has been injured. What do you do?

20. PBHA drivers are forbidden to wear flip-flops or clogs while driving (or to put temporary floor mats on driver side). Why are these things so dangerous?

21. What is ABS? How do you know that a vehicle has it? Do you "pump" ABS brakes? How do you properly use ABS brakes?

22. There are three types of emergency brakes in cars and vans. How do you know which type is in the vehicle? What are the pros and cons of the various types?

23. How do you test the emergency brake? Is it based on hydraulics? What is the correct procedure for applying the brake? Do we normally engage the emergency brake in a parking lot?

24. Your van battery needs to be jumped but only specially trained people are allowed to jump the battery on a non-emergency basis. Assuming that it is an emergency and you or someone else must jump the vehicle, what do you do? What must you **NEVER** do when jumping a car battery? What could happen? What is something else you shouldn't do, which could also lead to serious injury?

25. Assuming that you are probably the guilty party in an accident, do you admit guilt or sign anything to that effect? What would you tell the other driver?

26. You have been in an accident and the other driver suggests you exchange papers in his car or offers to drive you to your destination. Do you do it? Why? What would you say?

27. Must you always stop after you have been involved in an accident? How do you handle an aggressive, perhaps threatening driver?
28. You get bumped twice from behind. How do you handle that?
29. What are the three main causes for most of the PBHA vehicle damage?

C. General rules of the road

30. Is passing on the right permitted? If so, under what circumstances?
31. When may you turn on red?
32. What do you do at a yield sign?
33. Who always has the right of way?
34. What must a driver do at a crosswalk?
35. When should drivers turn their light on?

36. What are the rights of a bicyclist in the street?
37. When, if at all, can you pass a school bus with alternately flashing lights?
38. What should you do *before* backing up? What precautions should you take?
39. What is the basic speed law?
40. What is an unreasonable speed in a thickly settled area or a school zone?
41. Who has the right of way in a rotary? In an intersection?

Part II: You must answer six correctly for a passing score

42. Where and how do you pick up the keys? If PBHA is closed, where do you return keys?
43. Where must vehicles be parked?
44. What should you do if the vehicle breaks down or doesn't start?
45. Other than in the case of an emergency, are you allowed to do maintenance or repairs on PBHA vehicles?
46. Where do we get gasoline? What is the procedure for filling out the gas receipt?
47. Where should vehicles be towed?

48. What are the names and phone numbers of our tow company and auto repair garage?
49. Is your license suspended after you have been in an accident for which you are responsible?

