



SSCV
Fleet Policy
2026 - 2027

This policy establishes the regulations governing the use of all Ski & Snowboard Club Vail (SSCV) company-owned, leased or rental vehicles for the **2026-2027** season. These guidelines take effect immediately upon approval and remain mandatory until formally updated. For any questions, maintenance reporting, or operational concerns regarding the fleet, please contact the Fleet Manager or the Director of Operations.

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1. General Van Use

Owned, leased or rental vehicles are allocated to programs to use throughout the active season (mid-October through mid-June).

1.1. Program Director Responsibilities:

- 1.1.1. **Vehicle Cleanliness:** Ensure that coaching and program staff maintain clean vehicle interiors and exteriors.
- 1.1.2. **Inspections:** Enforce mandatory pre-trip and post-trip vehicle inspections.
- 1.1.3. **Routine Maintenance:** Coordinate standard servicing, such as oil changes directly with SSCV's preferred vendors.

1.2. Operations Team Support:

The operations team remains available to assist staff with all aspects of fleet maintenance, vendor coordination, and any additional vehicle concerns.

2. Merchant's Fleet (leased vehicles):

SSCV procures select leased vehicles through Merchant's Fleet. Because these are leased assets, all drivers must strictly adhere to the following policy:

2.1. Authorized Use & Telematics

- 2.1.1. **Personal Use:** Prohibited unless explicitly approved in advance by the Director of Operations.
- 2.1.2. **Telematics:** SSCV and Merchant's Fleet actively track vehicle location, routes, and driver behavior. Tampering with or removing tracking devices could result in immediate suspension of driving privileges.

3. Inspections & Routine Maintenance

3.1. Trip Inspections:

Pre- and post-trip inspections are mandatory for every outing. Use SSCV Inspection Form to complete.

- 3.2. **Service Intervals & Vendors:** Merchant's Vans must undergo preventative maintenance (PM) every 7,500 miles, performed exclusively at Valvoline or Big O Tires.
- 3.3. **Compliance:** Failure to adhere to scheduled PM could lead to immediate suspension of vehicle access.
- 3.4. **Repair Approvals & Cleanliness**
 - 3.4.1. **Service Approvals:** Any Merchant's van must be pre-approved electronically by Merchant's Fleet via Auto Integrate software. If unavailable, call 877-870-4999 for approval prior to servicing.
 - 3.4.2. **Vehicle Cleanliness:** Vehicles must be kept clean, including regular washing and vacuuming.

4. Vehicle Issuance

- 4.1. **Reserving a Vehicle**
 - 4.1.1. Contact your **Program Director** or **Head Coach** to reserve an available vehicle allocated within your specific program.
 - 4.1.2. If no vehicles are available within your immediate program, contact the following internal discipline heads or external vendors to check for fleet availability:
 - 4.1.2.1. **Nordic:** Dan Weiland
 - 4.1.2.2. **Freeski/Snowboard/Freeride:** Chris Laske
 - 4.1.2.3. **Moguls:** John Dowling
 - 4.1.2.4. **Alpine:** Matt Underhill
 - 4.1.2.5. **External Rental Fleet:** Dollar/Thrifty (Eagle, CO)

[SSCV FLEET SCHEDULE](#)

5. Vehicle & Trailer Return Protocols

- 5.1. **Post-Trip Vehicle Care**
 - 5.1.1. **Cleanliness:** Thoroughly clean both the interior and exterior of the vehicle.
 - 5.1.2. **Fuel Status:** Top off the fuel tank prior to parking.
 - 5.1.3. **Fluids:** Check and refill windshield washer fluid if needed.
- 5.2. **Designated Parking & Security**
 - 5.2.1. **Location:** All vehicles and trailers must park at the back of the school, near the silver quonset hut building.

- 5.2.2. **Weather Prep:** Lift the windshield wipers off the glass to prevent freezing.
- 5.2.3. **Key Return:** Place the vehicle keys inside the lockbox located near the MFC front entrance.

5.3. Trailer Return Procedures

- 5.3.1. **Cleanliness:** Clean both the interior and exterior of the trailer.
- 5.3.2. **Parking:** Carefully back the trailer completely into a designated parking spot.
- 5.3.3. **Trailer Stand:** Lower the trailer stand. **DO NOT** allow the coupler to rest on the ground.
- 5.3.4. **Cable Management:** Place all cables and safety chains securely up on the trailer's tow bar to prevent damage and maintain operational integrity.

6. Vehicle Use

6.1. Driver Insurance & Training Compliance

- 6.1.1. **Drivers License:** All SSCV approved drivers must have a valid Drivers License on file with Human Resources.
- 6.1.2. **Policy Requirement:** All approved drivers employed by SSCV **MUST** be explicitly listed on the SSCV vehicle insurance policy.
- 6.1.3. **Annual Training:** Drivers must complete the SSCV Driver Safety Training on a **yearly** basis.
- 6.1.4. **Support:** Direct any compliance or eligibility questions to the Director of Operations or Human Resources.

6.2. Legal Operations

- 6.2.1. **Compliance:** Drivers must strictly adhere to all applicable local, state, and federal laws regarding vehicle operation at all times (including compliance with speed limits, mandatory seat belt usage, etc.).

6.3. Fuel Cards (WEX System)

- 6.3.1. **Authorized Usage:** Every vehicle is assigned a specific WEX Card, which is accepted at any gas station across the continental United States. These cards are strictly restricted to the **purchase of fuel only**.
- 6.3.2. **Driver PINs:** All approved drivers are assigned a unique, 4-digit ID number tied to the WEX system.

- 6.3.3. **At the Pump Protocol:** When fueling, drivers must enter both their **4-digit ID number** and the vehicle's **current exact mileage** at the pump prompt before dispensing fuel. Receipts are not required for billing.

6.4. Travel Guidelines (Flying to Comps/Camps):

- 6.4.1. **Airport Vehicle Parking Prohibited:** Leaving SSCV vehicles (owned or leased) at Denver International Airport (DIA) or any other airport location is strictly prohibited. Vehicles left in airport lots face severe weather exposure—including high risk of hail damage—and remain sitting idle when they could be utilized by other SSCV programs needing fleet transportation.
- 6.4.2. **Drop-Off Protocol:** Dropping gear and coaches off at the airport is acceptable, provided the vehicle returns to the designated SSCV parking area promptly.

7. SSCV / US Center for Safe Sport / MAAPP Travel Policy

Critical Compliance Rule: Ski & Snowboard Club Vail (SSCV) strictly adheres to the US Center for Safe Sport and Minor Abuse Prevention Policies (MAAPP). Staff members must avoid 1-on-1 solo transport with unrelated minor athletes unless explicit, formal administrative requirements are met in advance. You can find additional information by visiting the [US Center for SafeSport](#) website.

7.1. Local Travel (Commutes, Local Training, & Day Trips)

- 7.1.1. **General Rule:** SSCV staff members—who are not the legal guardian of the athlete—**shall not ride in a vehicle alone with an unrelated minor athlete**, absent documented emergency circumstances.
- 7.1.2. **Supervision Ratio:** Vehicles must contain at least **two minor athletes or another adult** at all times.
- 7.1.3. **Exceptions & Documentation:** Single-minor transport is permissible *only* if agreed to in writing by the minor athlete's parent or legal guardian prior to the trip.
- 7.1.4. **Seasonal Waivers:** A parent/legal guardian may provide a blanket written agreement at the beginning of each season, provided it

contains the **specific names of the Applicable Adults**, as well as the **specific dates, locations, and types of travel**.

- 7.1.5. **Filing Requirement:** All written permissions **MUST** be on file with the **SSCV Club Manager** prior to departure.

7.2. **Team Travel (Out-of-Town Competitions & Overnight Trips)**

- 7.2.1. **1-on-1 Restriction:** When only one SSCV staff member and one minor athlete are traveling to an out-of-town competition, the minor athlete **must have advance written permission** from their legal guardian for *each individual competition* to travel alone with that specific adult.
- 7.2.2. **Seasonal Competition Waivers:** Alternatively, guardian permission may be provided for all seasonal competitions at the start of the year, provided the documentation explicitly outlines:
 - 7.2.2.1. The exact names of the **Applicable Adults** (staff).
 - 7.2.2.2. The specific **dates and locations** of the competitions.
 - 7.2.2.3. The approved **types of travel**.
- 7.2.3. **Filing Requirement:** All travel permissions **MUST** be submitted and on file with the **SSCV Club Manager** before the team departs.

- 7.3. **Parent Drivers/Chaperones:** Parents are not permitted to operate an SSCV vehicle to transport athletes unless they have completed all appropriate SafeSport and US Ski & Snowboard membership requirements (volunteer membership minimum), and have received formal approval from the Director of Operations pending confirmation of US Ski and Snowboard status.

8. **Maintenance, Scheduled Repairs & Inspections**

Program Directors are responsible for ensuring that their staff maintain clean vehicles, execute pre-trip inspections, and coordinate routine maintenance for items like oil changes and light bulb replacements. Because each athletic program operates on varied travel timelines, it is often quickest and most efficient for the program to actively schedule these minor services directly. The SSCV Operations Team will continue to assist in all aspects of maintenance, including scheduling annual upkeep and managing major repairs.

8.1. **Fleet Inspection Requirements**

- 8.1.1. **Pre-Trip AND Post-Trip Protocol:** Drivers must perform standard pre-trip and post-trip inspections prior and after every trip.
- 8.1.2. [Fleet Inspection Form](#)

8.2. Approved Fleet Vendor Network

When coordinating routine maintenance, staff must utilize the following preferred local vendors. Please note, that all leased vans, must go to Valvoline for Oil Changes and Big O for any other mechanical repairs.

Service Type	Vendor Name	Phone Number	Location / Address
Tires and Mechanical	Big O Tires	(970) 306-6395	41121 US-6, Avon, CO 81620
Oil Changes	Valvoline	(970) 446-3649	40843 US-6, Avon, CO 81620
Body Work	Alpine Collision	(970) 845-2277	256 Marmot Ln, Eagle-Vail, CO
Glass	Novus Auto Glass	(970) 471-0338	210 Marmot Ln, Unit 2A, Eagle, CO

9. Accidents and Damage

IMMEDIATE EMERGENCY ACTION STEPS In the event of any accident, drivers must prioritize safety and follow these steps in order:

- 9.1. **Check for Injuries:** Assess yourself, staff, and athletes immediately. Call 911 for medical help if anyone is injured. Avoid moving severely injured individuals unless they are in immediate danger.

- 9.2. **Secure the Scene:** Protect yourself, passengers, and the vehicle from further damage. Pull off the road if possible, turn on hazard lights, and set up safety triangles or flares.
- 9.3. **Notify Law Enforcement:** Call the police to report the incident. A police report is required for all accidents, regardless of severity.
- 9.4. **Information Collection Protocol:** While waiting for law enforcement, use the **SSCV Traffic Accident Report Form** to document the scene:
 - 9.4.1. **Required Details:** Gather names, phone numbers, physical addresses, driver's license numbers, and insurance details from all involved parties and witnesses.
 - 9.4.2. **Scene Observations:** Note anything unusual or suspicious about how the accident occurred. If you suspect an accident was caused intentionally, report your observations directly to law enforcement—**do not confront the individual**.
 - 9.4.3. **Personal Log:** As soon as you are safe and at home, write down a detailed narrative of everything you can remember while the details are fresh in your mind.
- 9.5. **Reporting & Compliance Timelines**
 - 9.5.1. **Written Report:** Every accident, whether it involves another vehicle or is a solo incident, **MUST** be reported in writing to the **Dir. of Operations** within **24 hours**.
 - 9.5.2. **Internal Filing:** A completed copy of the *SSCV Traffic Accident Report* must be submitted to **SSCV Operations** immediately for insurance processing.
 - 9.5.3. **Drug & Alcohol Screening:** In accordance with organization compliance, a post-accident drug and alcohol screening may be required. If deemed necessary, **Human Resources** will coordinate the mandatory timeline, date, and testing location.
- 9.6. **Emergency Contacts & Escalation**
 - 9.6.1. **Chain of Command:** Reference **Appendix 1 (Call Chains)** immediately following scene stabilization to notify the correct organizational leadership based on your specific situation.

10. Traffic and Parking Violations

- 10.1. **Reporting Requirement:** All traffic, parking violations (including speeding tickets, parking citations, etc.) or in-state toll fees involving an SSCV vehicle must be reported in writing to the **Dir. of Operations** within **24 hours** of receiving the citation or charges.

- 10.2. **Financial Responsibility:** SSCV staff members are individually and entirely responsible for any fines, fees, or legal penalties associated with the citation or charges.

11. Critical Concerns

ZERO-TOLERANCE OPERATIONAL RULES Violations of the following core policies compromise safety and organization liability. Non-compliance will result in immediate investigation and may constitute grounds for termination.

- 11.1. **Substance Use Policy:** No staff member shall operate an SSCV vehicle if they have consumed, or are under the influence of, any alcoholic beverages or other intoxicating substances as defined in the *SSCV Employee Handbook*.
- 11.2. **Age Requirement:** Operating any SSCV fleet vehicle is strictly prohibited for any staff member under the age of **25**.
- 11.3. **Authorized Usage:** SSCV vehicles are restricted to **official club business only**. Any exceptions to this rule must be approved in advance by the **Director of Operations**.
- 11.4. **Mandatory Seat Belt Compliance:** Colorado state law requires all passengers in commercial vehicles to wear a seat belt at all times.
 - 11.4.1. Drivers must **never** carry more passengers than there are functional seat belts in the vehicle.
 - 11.4.2. It is the sole responsibility of the driver to perform a physical **seat belt check** and confirm that all passengers are safely secured prior to departure and throughout the duration of travel.

- 12. **Van Contents:** If any items on this list are missing, please contact the Fleet Manager for replacements.

- 12.1. **Binder Packet:**

- 12.1.1. Registration
 - 12.1.2. Insurance Card
 - 12.1.3. Wex Fleet/Gas Card
 - 12.1.4. SSCV Fleet and Travel Policy
 - 12.1.5. SSCV Traffic Accident Report Form
 - 12.1.6. Tax Exempt ID Card

- 12.2. **Vehicle Safety Items:**

- 12.2.1. Snow Brush

- 12.2.2. Emergency/Just - In - Case Kit
- 12.2.3. Tire Chains (if requested)

Policy Acknowledgement: Every SSCV staff member tasked with operating a fleet vehicle must read, understand, and formally sign the most current version of this *SSCV Fleet and Travel Policy* prior to receiving driving privileges.

Policy Acknowledgement

I, _____, acknowledge that I have read, understood, and agree to adhere to all expectations, safety guidelines, and operating procedures established in the **SSCV Fleet and Travel Policy**.

I recognize that operating an SSCV vehicle is a privilege extended to me as an employee. I understand that if these organizational expectations are not met or if standard operational procedures are violated, my driving privileges may be suspended, permanently revoked or my employment terminated.

Signature: _____

Printed Name: _____

Date: _____

Appendix 1

Call Chains

Broken Down and Need Roadside Assistance:

1. Call Wex - Will need the Wex Card
 - 1.1. Wex: 1-800-492-0669
 - 1.2. Follow prompts to Roadside Assistance
2. Call Fleet Operations Team
 - 2.1. Brad Kreuz [Fleet Manager]: (970) 209 - 5051
 - 2.2. Chris Ogilvie [Dir. of Operations]: (970) 790 - 5125 / (802) 688 - 6028
 - 2.3. If no one answers, return to the top of the list.

Non-Critical Accident/Incident:

1. Fill out SSCV Traffic Accident Report Form
2. Additionally, an accident report or damage report, no matter how small, must be filed with the police for insurance purposes.

Initiate Call Chain

- 2.1. Brad Kreuz [Fleet Manager]: (970) 209 - 5051
- 2.2. Chris Ogilvie [Dir. of Operations]: (970) 790 - 5125 / (802) 688 - 6028
- 2.3. Tiffany Hoversten [Chief Business Officer]: (970) 790 - 5127
- 2.4. If no one answers, return to the top of the list.

Critical Accident/Incident: Fill out SSCV Traffic Accident Report Form and Incident Report (found on SSCV coaches links)

Initiate Call Chain:

- 1.1. Chris Ogilvie [Dir. of Operations]: (970) 790 - 5125 / (802) 688 - 6028
- 1.2. Tiffany Hoversten [Chief Business Officer]: (970) 790 - 5127
- 1.3. Jon Rucker [Executive Director]: (970) 790 - 5151
- 1.4. If no one answers, return to the top of the list.