

NU-ANL Carpool:

Mission and History

The NU-Argonne Carpool was established in 2007 to foster collaboration between Northwestern University and Argonne National Lab by providing an accessible mode of transport between the two campuses. The carpool is user-run and is available for the exclusive use by Northwestern students, postdocs, faculty, and staff. There are three vehicles for commuting to and from Argonne National Lab year round. These cars service over 300 registered users from 14 departments.

The carpool is fully funded by the Northwestern University Office for Research, which supports the annual cost of car leases as well as the secondary costs of gas, supplies, maintenance, and tolls.

NU-ANL Carpool contacts are:

- Mark Seniw, Carpool Coordinator
m-seniw@northwestern.edu, 1.847.491.7780
- Michael Bedzyk, Carpool Director
bedzyk@northwestern.edu, 1.847.491.3570

User Overview:

The goal of the NU-ANL carpool is to provide a safe, flexible and efficient means by which researchers can travel to and from Argonne National Lab, while only requiring minimal administrative oversight. In order to accomplish this, an online sign-up procedure has been established that allows drivers and riders to independently reserve a vehicle or a seat in a vehicle. Reservations can be made for the current and following two months.

The files are shared from a Google Drive account owned by the Carpool Coordinator. Give the Carpool Coordinator your preferred email address to get access to the Roster and the schedule calendars for the vehicles. For Gmail addresses, the Carpool folder will be shared in your Google Drive. For non-Gmail addresses, you will receive a link to the Carpool folder.

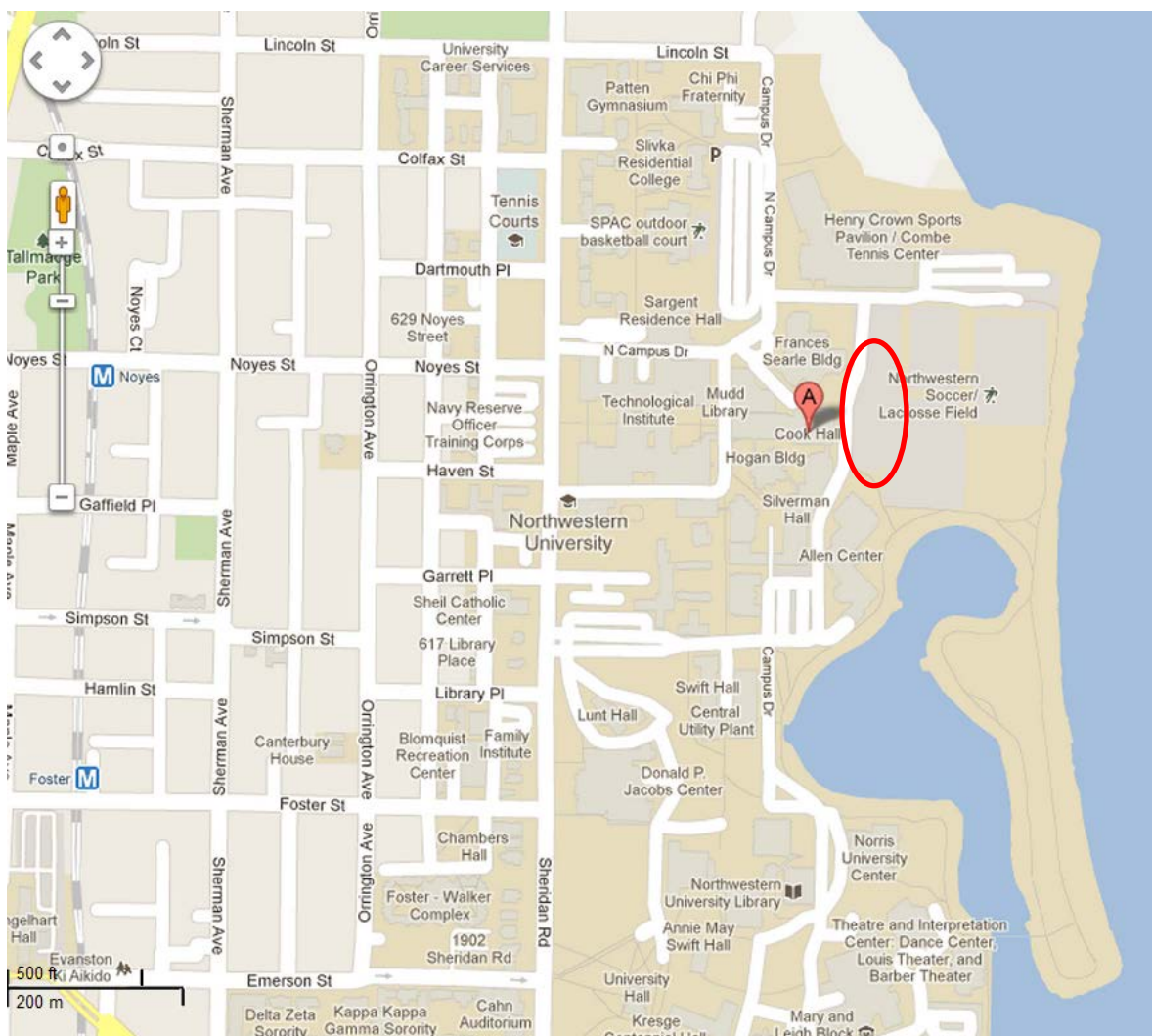
Users can join the Carpool by adding their personal contact information to the bottom of the **Roster** spreadsheet. This information includes the user's name, department, office/personal phone numbers, as well as pick-up locations at ANL, and Driver status (including the Defensive Driving Certification expiration date). Qualified drivers should also enter their driver's license expiration month and year. Any user can simply search the Gmail Roster list in order to obtain the desired contact information, pick-up location, and driver status for any user. You cannot use the Carpool if you are not listed on the Roster.

Once the user is listed on the Roster, they can sign up for rider spots on the three available cars, which have their own Google Sheets (**Car 1 Schedule**, **Car 2 Schedule**, or **Car 3 Schedule**). Car 1 and Car 2 are for daily "9 to 5" commuting to and from Argonne. Car 3 has priority for odd-hours trips that are different than the "9 to 5" schedule. Car 3 can also be used for "9 to 5" when Car 1 and Car 2 are full. The departure time and return time are set by the driver. Only approved drivers (see Carpool Driver Responsibilities, parts 1 and 2 below) are permitted to drive the cars, but any NU student, postdoc, staff

or faculty member can ride without receiving training. Once a user has signed up to ride, they are expected to meet with the others at the car, located in the Cook Hall parking lot (see below for map, the area in which the cars are usually parked are circled in red) at the time of departure as listed in the schedule. Drivers should use 24-hour clock notation when entering the times. Note that both the Departure Time and Return Time are the times when the car *leaves* either the NU or ANL campus (e.g., if the car is scheduled from 8:00 to 18:00, the car would depart NU at 8:00AM and then depart from ANL at 6:00PM).

Next to safety, communication is the most important aspect to the success of the Carpool. Drivers should communicate any changes to the posted schedule to their Riders as soon as possible by email or phone and also in the Comment section of the schedule. Riders should notify drivers if they cancel their reservation less than 24hrs before departure and contact any rider on the Waiting list. ~~Drivers should contact the Motor Pool as soon as possible if a vehicle is not drivable and inform the Coordinator. If a car is drivable but needs service, the driver should take the car to the Motor Pool during business hours and exchange it for a loaner vehicle. If the Motor Pool is closed then you should inform the next driver that the car needs to be brought in for service.~~

If the Cook Hall lot is full an alternative parking area is the Sports and Aquatics Center (SPAC) parking structure. There is a purple card with a magnetic strip located in the same tin as the gas card in each vehicle. It is needed to enter and exit the SPAC parking structure. A pictogram at each gate shows the correct way to swipe the card.



User Responsibilities and Regulations:

General Regulations:

Apart from the regular Office of Risk Management and Motor Pool rules concerning their vehicles, there are some additional rules that all users must follow:

1. The carpool is *only* for transport of people, samples and equipment between NU and ANL. This means that you cannot use the car to travel anywhere that significantly deviates from the normal routes. This is not meant to be unreasonably prohibitive- for example, it is acceptable to get lunch in Westmont or drop a rider at the train station. However, use of the vehicles for personal business is not tolerated and will result in revocation of driver privileges.
2. The cars should only be parked on the Evanston campus or Argonne campus. Under special circumstances (driver is returning late at night and leaving early the next day) it is allowed to park the car overnight at locations in Evanston, but the user must first have the approval of the coordinator to do this.

3. Do not transport hazardous materials between Argonne and NU. Please see http://www.aps.anl.gov/Safety_and_Training/Hazardous_Materials/HazMatTransport.html for how ANL requires the handling of sensitive or hazardous materials.
4. Drivers are permitted to leave riders behind in Evanston if a rider is more than 5-10 minutes late. However, they should make every effort possible to not leave a user at ANL. Make sure to communicate pick-up times and locations before drop-off in the morning. Drivers should record no-show passengers in the comment section. If a driver is 10 minutes late, another qualified driver can take over as the driver and complete the reservation.
5. It is not acceptable to remove the iPass from the vehicles without permission except to transfer to a Motor Pool loaner vehicle.
6. Flat or damaged vehicle tires. Do not change a flat tire. It is Risk Management policy that flat or damaged tires be changed with the vehicle's spare tire by a qualified service provider/tow truck operator. Risk Management will cover this expense. ~~During business hours (8:00 am – 5:00 pm, Monday – Friday) call the Motor Pool 847-491-5075. Outside business hours call the Motor Pool Emergency Number 847-815-4641. If you don't get a response, contact North Shore towing 800-481-7505.~~

Carpool User Responsibilities

1. **Ensure that you are approved and prepared for your visit Argonne National Lab:** ANL is a government facility and performs background checks on visitors prior to their arrival. Make sure that you have gone through the necessary procedure here: <http://aps.anl.gov/About/Visiting/>. The clearance time for US citizens can be less than 2 weeks, but for foreign nationals it can be as long as 6-12 weeks, so it is important to fill out the necessary forms as soon as possible before a visit. Also, make sure that you have all the necessary identification documentation to receive your badge at the Gate House when you arrive. ANL will explicitly communicate which documentation is required. Finally, inform the driver if you are traveling to Argonne for the first time so he/she can allow for this in the schedule.
2. **Bring your badge:** Once you have received your badge make sure it is up-to-date and on your person when you get in the car to depart from Northwestern. This simplifies entrance into the lab.
3. **Be on time:** Be early, even. In order for the carpool to work, users have to be punctual. The driver is allowed to leave after 5-10 minutes if a user does not show up.
4. **Communicate with the other riders/drivers:** Riders should also inform the driver if they cancel their reservation less than 24 hours before departure. This ensures that the driver knows what to expect the day of travel. Riders who cancel their reservation in a full vehicle should also contact the first person on the waiting list. Repeated no-show riders are subject to loss of Carpool privileges.
5. **Keep the Roster accurate:** It is important to update the Roster if any of your information changes. Also, feel free to remove your name from the active roster (there is a Former Users list at the bottom of the Roster spreadsheet) if you are no longer using the carpool.
6. **Be flexible:** The carpool will only work if users are able to be flexible with their schedules. Don't hesitate to ask another user/driver if they can modify their schedule if you *have* to be at

Argonne or in Evanston at a specific time, and try to accommodate others if similar request are made of you.

7. **Be courteous:** The carpool can be uncomfortable and cramped if there are 5 riders. Do your best to make the trip as comfortable for all involved as possible. For example, if you're short and another rider is tall, it might be nice to offer them the front seat.
8. **Transportation of materials/data for others:** Drivers and riders often get requests to transport materials and data between Argonne and NU. It is totally up to the user as to whether or not to do this. It may be a nice thing to do once in a while, but the carpool isn't a courier service.
9. **Give feedback:** We always strive to improve the carpool, and any feedback is welcome. Coordinator and director contacts are listed at the top of this manual.

Carpool Driver Responsibilities:

1. **Take the Defensive Driving program from the Office of Risk Management:** All students must take this course (<http://www.northwestern.edu/risk/services/defensive-driving-course.html>) before driving a University vehicle. While staff and faculty (including post-docs) are not required to take the course (assuming they have a valid license and a clean driving record), it is recommended. Faculty and Staff should, however, fill out the Driver's License Verification Authorization form and return it to the Office of Risk Management, 2020 Ridge Ave., Suite 240. The form is attached at the bottom of this document. Driving with an expired or revoked driver's license transfers any liability claims from the University to the driver and can result in a loss of Carpool privileges.
2. **Meet with the Carpool Coordinator:** It is important that all drivers meet with the coordinator for a few reasons. First, drivers need to receive the PINs for the lockbox and the gas card in person. Secondly, this gives the opportunity for the driver to clear up any lingering issues or questions the driver may have. Thirdly, good communication between the driver and the coordinator is essential to the operation of the carpool, and a personal meeting helps everyone put faces to names.
3. **Follow the vehicle policy from the Office of Risk Management:** These are provided here: <http://www.northwestern.edu/risk/policies/university-vehicle/> and there is a copy in all of the cars.
4. **Don't drive in dangerous conditions:** If there is bad weather or the car isn't working for some reason, do not drive. ~~Report any issues with the car directly to the Motor Pool and inform the Carpool Coordinator. During business hours (8:00 am – 5:00 pm, Monday – Friday) call the Motor Pool 847-491-5075. Outside business hours call the Motor Pool Emergency Number 847-815-4641. If you don't get a response, contact North Shore towing 800-481-7505.~~
5. **Know the way there:** The recommended route is included at the end of this document (Figs 1 - 2). Other routes (including via Lakeshore) are also acceptable. If you are going to deviate from either of these routes, inform the Carpool Coordinator as soon as possible.
6. **Keep the gas tank filled:** As common courtesy, make sure that the gas tank is at least $\frac{1}{4}$ full when the car is returned to Northwestern. This makes it possible for the users to go directly to Argonne in the morning without making any stops

The gas filling procedure is as follows:

- The Exxon-Mobile gas cards are located in the tin containers. You can fill up at any Exxon-Mobile gas stations. There are stations located on Central St., Dempster, Golf, and on 294.
 - Use the Exxon-Mobile card as you would any credit card. After sliding the card through the reader, the pump will prompt you for the Driver ID and the Odometer reading. The Driver ID is the 4-digit number supplied to you by the carpool coordinator. The odometer is mileage and is used for accounting purposes.
 - Print the receipt, record the Odometer reading on the printout, and place the receipt in the receipt box in the car.
7. **Windshield Washer Fluid:** The cars are serviced on a scheduled basis. However, if the cars run out of windshield washing fluid between service dates, we need to replenish it ourselves. The Carpool Coordinator will maintain a supply of windshield washer fluid and window scrapers/brushes for winter use. Contact the Coordinator for supplies when needed.
 8. **Last Minute Cancellations:** It is highly discouraged for a driver to cancel or change the schedule significantly after they have signed up for a timeslot. This is because once the driver has signed up for a slot other riders will make plans accordingly to that schedule. Changes can highly disrupt the users' schedules, so the driver should make sure that if they are signing up for a slot, they are very confident that the details of the trip are accurate. If a driver *has* to make changes before driving it is necessary that they communicate directly with other riders. If a driver fails to show up to the vehicle after 10 minutes from the reservation time, the reservation can be completed by approved Carpool drivers if they are present.
If you are a rider and you cancel your reservation in a full vehicle, please contact the first person on the Waiting List.
 9. **Help the Coordinator:** The coordinator is not always available to personally attend to the cars. Cooperation from the users and drivers is necessary in order to ensure a smoothly running carpool. This may include, for example, switching the car at the Motor Pool when maintenance is needed or picking up supplies at gas stations.
 10. **Switching for a Loaner:** ~~It may be necessary for users to stop by the Motor Pool to make a switch when departing for or returning from Argonne. Communication for this switch will be facilitated by the Carpool Coordinator or the Motor Pool. To switch the cars, drive the vehicle to 2020 Ridge Ave., Dock 9. There is a sign on the dock identifying the Motor Pool Office (hours are 8am-5pm). Simply tell the Motor Pool staff that you are there to switch out one of the cars for a loaner. They should be expecting you.~~ **Remember to transfer the gas card and the iPass transponder attached windshield behind the rear view mirror to the loaner car.**
 11. **Car Trouble:** ~~If there is any problems with the car you are driving contact the Motor Pool as soon as possible.~~
 12. **Valid Driver's License:** A valid driver's license is required to drive the Motor Pool vehicles. Enter you driver's license expiration date on the NU/ANL Carpool Roster Google document online.

Loss of Privileges:

Violations of the NU/ANL Carpool regulations, or Northwestern University regulations can result in the following at the discretion of the Carpool Director or Coordinator. Temporary loss of rider privileges.

Temporary loss of driver privileges. Permanent loss of driver privileges. Permanent ban from the carpool.

Office of Risk Management Northwestern University
2020 Ridge Avenue
Suite 240
Evanston, Illinois 60208-4333

Phone: (847) 491-5610
Fax: (847) 467-7475



Driver's License Verification Authorization

I (print name) _____ confirm that my driver's
license number is _____ and has been issued to me by the
State of _____. I authorize Northwestern
University to verify the status of my driver's license with the licensing authority that issued the
license. I understand that in the event my license is found to be invalid my driving status with
Northwestern University may be revoked.

Signature

Date

Department

- I am required to drive a vehicle daily/routinely as a part of my job description.
- I drive University vehicles infrequently using daily rentals from Motor Pool.

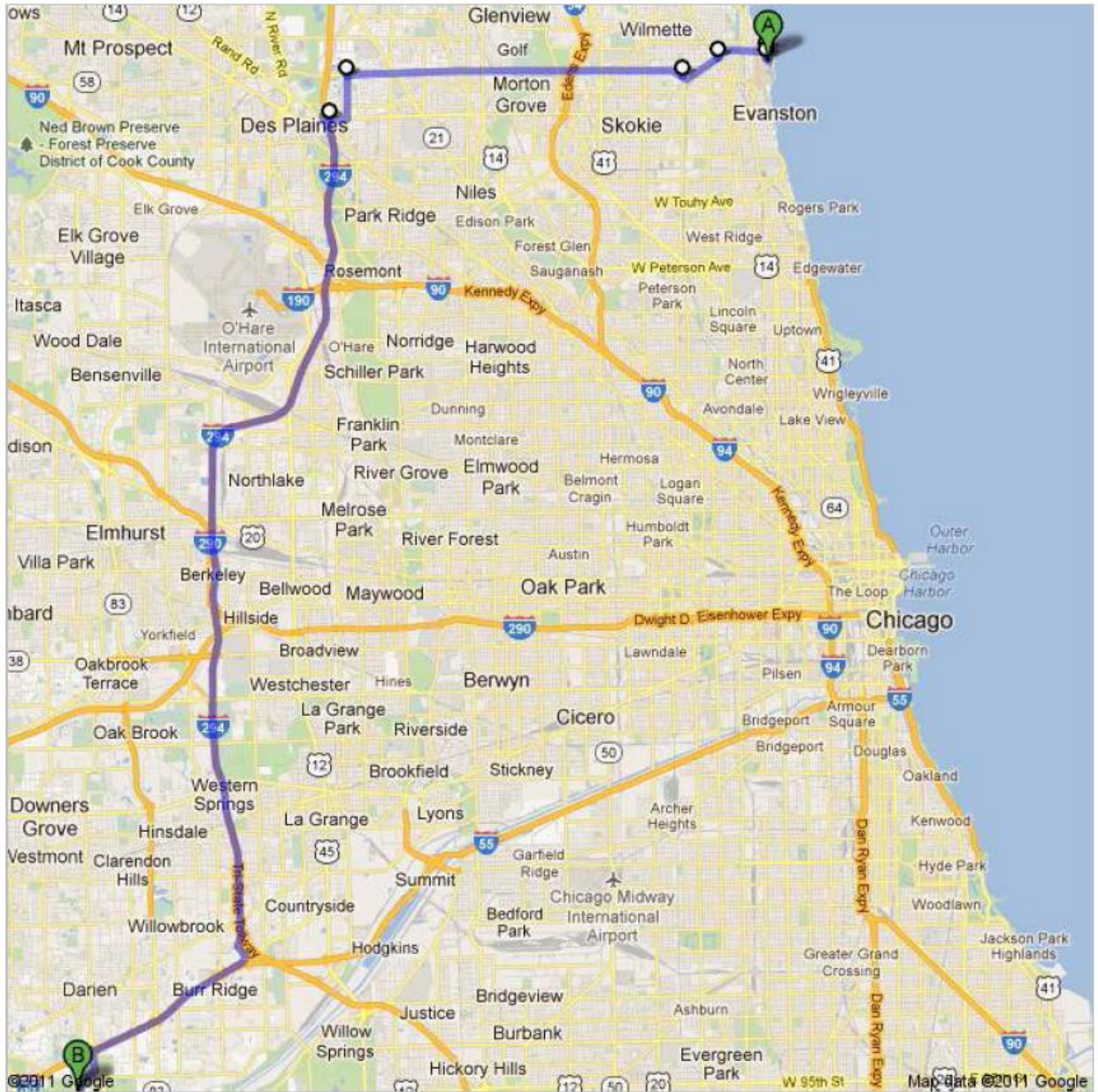


Figure 1: Recommended route from NU (A) to ANL (B).



Unknown road

	1. Head northeast toward N Campus Dr Restricted usage road	go 331 ft total 331 ft
↶	2. Turn left onto N Campus Dr Restricted usage road	go 361 ft total 0.1 mi
↷	3. Take the 1st right to stay on N Campus Dr Restricted usage road	go 0.2 mi total 0.3 mi
↶	4. N Campus Dr turns left and becomes Lincoln St About 5 mins	go 1.2 mi total 1.5 mi
↶	5. Turn left onto Green Bay Rd About 1 min	go 0.2 mi total 1.7 mi
↷	6. Turn right onto N McCormick Blvd About 2 mins	go 0.9 mi total 2.6 mi
↷	7. Turn right onto Elgin Rd/Golf Rd Continue to follow Elgin Rd About 1 min	go 0.5 mi total 3.1 mi
	8. Continue onto Golf Rd About 18 mins	go 7.3 mi total 10.4 mi
↶	9. Turn left onto Potter Rd About 3 mins	go 1.0 mi total 11.4 mi
14	10. Turn right onto US-14 W/Dempster St About 1 min	go 0.5 mi total 11.8 mi
↷	11. Take the I-294 S ramp to US-12 W/Indiana/Tri-State S	go 397 ft total 11.9 mi
294	12. Keep right at the fork, follow signs for Indiana/Tri State Tollway and merge onto I-294 S/Tri-State Tollway Partial toll road About 25 mins	go 20.3 mi total 32.2 mi
55	13. Take the exit onto I-55 S/Stevenson Expy Continue to follow I-55 S Partial toll road About 5 mins	go 4.9 mi total 37.1 mi
↷	14. Take exit 273A to merge onto S Cass Ave About 1 min	go 0.7 mi total 37.9 mi
↷	15. Turn right onto Northgate Rd Partial restricted usage road About 2 mins	go 0.7 mi total 38.5 mi
↷	16. Turn right to stay on Northgate Rd Restricted usage road Destination will be on the right	go 197 ft total 38.6 mi



Argonne National Laboratory

9700 S. Cass Avenue, Lemont, IL 60439 - (630) 252-2000

Figure 2: Directions from Cook Hall parking lot to Argonne National Lab.

Carpool Coordinator Responsibilities.

As the goal of the carpool is to run with as little oversight as possible, the coordinator's role is not to assist with day-to-day scheduling or middling details. The Coordinator's responsibilities are listed below:

1. **Maintaining the vehicles:** ~~If there is anything wrong with a car, no matter how minor, bring it to the Motor Pool as soon as possible. Inform the next driver. Cars need oil changes and other maintenance regularly. The coordinator is the immediate contact for the Motor Pool in all carpool operations. The Motor Pool will contact the coordinator to pick up the vehicles after maintenance, if the car needs new registration or parking stickers, insurance cards, and whatever else may concern the safe and legal operation of the vehicles.~~
2. **Communicating with users:** This involves answering questions, arbitrating disagreements, and sending out announcements. All contact information should be included in the **Roster** and updated in the gmail Contacts list with regularity. To do this, simply copy the **Roster** into Excel, export as a *.CSV file, and import under the Contacts tab in gmail. Old contact lists can be deleted, but the Roster itself should include the information from old users.
3. **Revoking privileges:** The carpool is rarely abused by users. However, sometimes users are too lax with the regulations and need to be reminded of their responsibilities. This may happen if a driver/user is consistently late, or constantly changes their timeslot, or uses the car for non-carpool business. Additionally, it is expected that no one would ever take unnecessary driving risks (driving too fast or out of control, or driving in bad weather), and it is not tolerated if they do. Safety is of the utmost importance. Users should make good decisions when driving and the coordinator retains the right to revoke permissions for drivers and users that endanger themselves or others.

There are no set penalties for users that break carpool rules, so the coordinator and the director (Prof. Mike Bedzyk) are free to decide what is appropriate in the case of any infraction. This could mean a warning, suspension, or expulsion from carpool use or driving, as the director deems fit.

4. **Training of new drivers:** Drivers should be familiar with the topics taught in the defensive driving course, but the coordinator should meet each new driver, make sure they understand the Carpool rules and supply a paper copy of this form to them. The new drivers should be supplied with the PINs for the lockbox and gas card.
5. **Procuring supplies:** The Carpool Coordinator will keep a supply of windshield wiper fluid, scrapers, and brushes. Contact them as supplies are needed.
6. **Procard training:** At this point the iPass account is automatically renewed to \$75 when the funds in the account dip below \$10.00. The iPass account is recharged with a University Procurement Card (Procard), which requires special training to use (<http://www.northwestern.edu/financial-operations/controller/accounting-services/procard/index.html>). This happens about once a month and the bill is subsequently passed on to the Office for research. Each iPass is currently registered to Mark Seniw, but is tied to the same Procard. The coordinator should keep their training up to date and make sure

to upload the charges on the card on the weeks that the iPass account is refilled. These procedures are described during Procard training session.