



Intelligent Transportation Systems, Traffic Operations and Safety Program

Student and Automotive Technician Manual For Lab Space in Interdisciplinary Research Building (IDR) Room 110

Updated April 2023

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**UNIVERSITY of
SOUTH FLORIDA**

EMERGENCY RESPONSE GUIDE



CRIMES OR SUSPICIOUS ACTIVITY USF UNIVERSITY POLICE: 813-974-2628

Protect yourself



Identify Building # & Room #
Answer questions & do not hang up



MEDICAL EMERGENCY: CALL 911

Call 911



If trained, begin First Aid



ACTIVE SHOOTER: CALL 911

Run



CALL 911
then USF Police



HIDE &
FIGHT



Remain in
place until an
ALL-CLEAR



NATURAL DISASTER/WEATHER

Move to an interior
room on lowest level
of building



Use Nearest Exit
Do NOT use Elevator
Monitor weather broadcasts
Remain in place until weather passes



Call 911
from a
safe area



FIRE: CALL 911

Fire



Evacuate &
pull alarm: CUT109



Use Nearest Exit
Do NOT
use Elevator



Call 911
from a safe
area

Fire Alarm



Evacuate



ANIMAL INFESTATION USF HEALTH & SAFETY: 813-974-4036

Do NOT
pet animal or pest



Call USF Health & Safety

OCTOBER 2019

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1. PURPOSE OF HANDBOOK

This Handbook describes rules, regulations and policies governing your employment at Interdisciplinary Research Building (IDR) lab, room 110. The Handbook is intended to assist you in understanding what is expected of you and what you may expect of USF CUTR. Please read this Handbook carefully. In the event you do not fully understand anything in this manual or have other questions, please immediately ask the General Manager for further explanation.

2. ATTENDANCE, PUNCTUALITY AND TIME RECORDS

All employees are expected to be at work at the time scheduled for their attendance and be at their workstations at the scheduled time for work to begin. When employees anticipate that they will be late or absent, they are required to inform their immediate supervisor to report the circumstances, advising them how late they may be or how many days they may be absent. Employees are to notify their supervisor at least 30 minutes prior to the time their shift would normally begin when they will be absent from work or unable to report for work on time. The supervisor will note on the employee's time sheet whether the lateness or absence is excused or unexcused and whether to pay or not pay. Failure to request advance approval or to timely report absence or lateness will result in the absence being recorded as unexcused and subject to discipline.

Upon returning to work from an unexcused absence, an employee must report to his supervisor and disclose the reason for the absence. The supervisor may request a copy of support documents, i.e. doctor's certificate, to substantiate the absence. If the reason is not acceptable, the employee may be subject to discipline including, but not limited to, verbal or written reprimand, or termination of employment. Absence is the failure to report for work or to remain at work as scheduled. It includes late arrivals and early departures as well as absence for an entire day.

An employee who fails to call in for three successive days to report an absence shall be considered to have voluntarily terminated employment from USF CUTR. Employees are required to enter their timesheets using the Aegis system at CUTR. Tampering with another employee's time records, including submitting timesheets for someone else is prohibited and may result in immediate termination.

3. LAB ACCESS

The access card you are provided is an RFID activated card, associated with your name, and should only be used by you. A log of entries is created every time you swipe the card. Do not let others use your card for access. Notify your supervisor or general manager immediately, if you have lost your card or if it was stolen.

4. ANNOUNCEMENTS

USF CUTR uses a monthly newsletter for announcements as well as email distribution for more pressing or important memos. Each employee has the responsibility to read the information that is posted.

5. CONFIDENTIAL AND BUSINESS INFORMATION AND TRADE SECRET

It shall be the policy of USF CUTR to develop procedures for the control, protection and disclosure of all confidential and business information and trade secrets (collectively referred to as confidential information). All current and former employees of USF CUTR are prohibited from disclosing or using confidential information for any purpose including competing with USF CUTR, both during their employment, and after their employment relationship at USF CUTR has ceased. Confidential information includes, but is not limited to, all financial books, records, instruments and documents; purchase orders; purchase information and inventory; client lists; software programs and codes; reports; pending proposals; research and technological data; and any other instruments, records or documents relating to or pertaining to USF CUTR, which was received, reviewed, developed or became known to the employee during their employment at USF CUTR.

The failure to comply with this policy by an employee may result in immediate termination and legal action to prevent the disclosure or use of the confidential information. Access to confidential information is restricted and any employee attempting to access such information for which he or she is not authorized, may be subject to disciplinary action up to and including immediate termination.

6. DRUG AND ALCOHOL FREE WORKPLACE

To help ensure a safe, healthy and productive drug free work environment for the employees of USF CUTR, to protect its property and assets, and to assure efficient operations, USF CUTR has adopted a Policy on drugs and alcohol. It is USF CUTR's policy to maintain and provide a drug and alcohol-free working environment that is both safe for our employees and customers and conducive to efficient and productive work standards. This policy restricts certain items and substances from being brought on to or being present on USF CUTR property, including its parking areas and its vehicles and prohibits USF CUTR employees and all others from reporting to work, working or being present on USF CUTR property, whether or not on duty, from being under the influence of drugs or other substances. Employees should consult and are required to comply with the Drug and Alcohol Free Workplace and Testing Policy.

7. EMPLOYMENT OUTSIDE USF CUTR

It shall be a condition of employment that any employee of USF CUTR advise their supervisor or Manager in writing of any outside employment for which the employee receives compensation on either a salary or fee basis. The notification shall include a brief description of the work performed and the approximate number of hours per week devoted to it. Nothing in this requirement shall be construed to prohibit such employment, unless it interferes with the employee's performance of his or her job duties and responsibilities, including scheduling demands, with USF CUTR, or if the nature of the outside employment is deemed to have a negative impact on USF CUTR or creates a conflict of interest.

If USF CUTR determines that an employee's outside employment interferes with performance or the ability to meet the requirements of USF CUTR, as may be modified from time to time, or the outside employment is deemed to have a negative impact or creates a conflict of interest, the employee may be asked to terminate the outside employment if he or she wishes to remain employed at USF CUTR.

8. ETHICS AND CONFLICTS OF INTERESTS

Employees are expected to use good judgment, adhere to high ethical standards and avoid situations that create an actual or perceived conflict between their personal interests and those of USF CUTR. USF CUTR requires that the transactions employees participate in are ethical and within the law, both in letter and in spirit. Employees are expected to not engage in, directly or indirectly on or off the job, any conduct, which is disruptive, competitive, or damaging to USF CUTR.

USF CUTR recognizes that different organizations have different codes of ethics. However, just because a certain action may be acceptable by others outside of USF CUTR as "standard practice," that is by no means sufficient reason to assume that such practice is acceptable at USF CUTR. There is no way to develop a comprehensive, detailed set of rules to cover every business situation, therefore this policy is intended to outline some basic guidelines to be followed. Whenever employees are in doubt, they should consult with their manager. Conflicts of interests or unethical behavior may take many forms including, but not limited to, the acceptance of gifts or compensation from competitors, vendors, potential vendors, or customers of USF CUTR. Gifts may only be accepted if they have a nominal retail value, but employees are not to accept any form of compensation. Employees are prohibited from engaging in financial participation, outside employment or any other business undertaking that is competitive with, or prejudicial to, the best interests of USF CUTR. Employees may not use proprietary and/or confidential information for personal gain or to USF CUTR's detriment, nor may they use USF CUTR's assets or labor for personal use.

If an employee or someone with whom the employee has a close personal relationship has a financial or employment relationship with a competitor, vendor, potential vendor, or customer of USF CUTR, the employee must disclose this fact in writing to Human Resources. USF CUTR will determine what course of action must be taken to resolve any conflict it believes may exist, up to and including requesting the employee to tender his/her resignation. USF CUTR has sole discretion to determine whether such a conflict of interest exists. Employees are encouraged to seek assistance from the General Manager with any legal or ethical concerns.

However, USF CUTR realizes this may not always be possible. As a result, employees may contact Human Resources to report anything that they feel they cannot discuss with their manager.

9. FIRE, DISASTER AND OTHER EMERGENCIES

The importance of fire and other calamities' prevention cannot be too strongly emphasized. Your Supervisor or the General Manager will inform you of your duties in the event of a fire or other emergency. You should immediately report any fire hazard to your Supervisor or the General Manager. In case of emergencies, your Supervisor or the General Manager will give correct procedures to be followed as to safe evacuation, or areas appropriate for safety of Employees, members and guests.

10. INJURY OR ILLNESS ON THE JOB

Any employee reporting an on-the-job injury or illness will receive immediate and appropriate medical treatment. All applicable federal, state, and local laws or regulations pertaining to occupational injuries or illnesses will be followed and complied with at all times. It is the responsibility of all employees to report immediately to their supervisor all on-the-job injuries or illnesses regardless of how insignificant or minor the injury or illness may appear at the time. When employees sustain an injury or illness that requires outside medical treatment, the employees may also be subject to completing a screening for the presence of drugs and/or alcohol in their system, provided state law permits these tests. When employees are involved in an accident that results in significant property damage, the employees may be subject to completing a screening for the presence of drugs and/or alcohol in their system, provided state law permits these tests. Any employee who refuses screening for the presence of drugs and/or alcohol will be subject to immediate termination.

11. MAINTENANCE OF WORK AREAS

It is the policy of USF CUTR that work areas are to be kept clean and orderly at all times. All employees are responsible for maintaining their work areas in a clean and orderly fashion at all times. To fulfill this responsibility, each employee should, at a minimum, do the following:

- Prior to the end of the work day, clean and organize all tools and equipment and properly secure any items, papers, or information of value; and
- Place coats, boots, umbrellas, and other items of clothing in designated areas so that workstations are not unnecessarily cluttered.
- Supervisors are responsible for making sure that their employees maintain their work areas in accordance with the requirements of this policy. Each supervisor should:
- Make sure that aisles, floors, and walls are free of debris and other unnecessary items and that all end-of-the-shift tasks have been performed;
- Monitor the facilities and equipment and issue maintenance requests where appropriate;
- Arrange for the removal of any items from the work place that are not needed for the flow of business or the comfort and enhancement of employees;
- Report to the Manager any existing or potential workplace hazards; and
- Ensure that all trash, waste, and scrap are properly disposed.

12. PERSONAL APPEARANCE

The professional image of USF CUTR is maintained, in part, by the image that our employees present to customers, vendors, and other visitors. Employees working in office areas should dress conservatively and professionally. Blue jeans and tee shirts are acceptable office dress unless otherwise determined by the General Manager, however dress standards still require a neat, clean appearance. Employees meeting with customers should wear appropriate business attire. Shorts may not be worn, unless otherwise determined by the General Manager. Loose clothing or dangling jewelry that poses a safety hazard to employees is also prohibited.

All clothing must be clean, neat, and fit properly. For all employees, professional appearance also means that USF CUTR expects you to maintain good hygiene and grooming while working. Clothing must not constitute a safety hazard. All employees should practice common sense rules of neatness, good taste, and comfort. Provocative clothing is prohibited.

13. PERSONAL CONDUCT

USF CUTR expects all employees to observe certain standards of behavior while at work. Employees' conduct is to be ethical and respectful, and not offensive to other employees, customers or visitors.

The standards employees are expected to follow include, but are not limited to:

- Completing all documents and records fully and accurately, including without limitation, job application, medical report, production report, time records, expense account report, absentee report, shipping and receiving records;

- Reporting to work on time when scheduled to begin and being at the proper workstation, ready to work at the assigned starting time;
- Notifying your supervisor at least 30 minutes prior to the time your shift would normally begin when you will be absent from work or unable to report for work on time;
- Complying with all safety rules and performing duties and operating equipment with care to protect the safety of the employee, co-workers, and the public;
- Wearing clothing appropriate for the work being performed;
- Carrying out assigned duties in accordance with established quality standards and following reasonable instructions or requests from supervisors and/or management;
- Not posting any literature, handbills, petitions, posters, or other materials on the premises without the prior approval of the Manager;
- Maintaining a clean and safe work area;
- Treating all customers, visitors, and fellow employees in a courteous and respectful manner;
- Using USF CUTR property or that of another employee in an appropriate manner;
- Obtaining authorization to remove USF CUTR property or another employee's property from its location;
- Refraining from misuse, theft, or destruction of USF CUTR time and/or property or another employee's property;
- Remaining in your work area, on the job, and awake during working hours;
- Refraining from the use of foul or offensive language or conduct that is offensive or undesirable;
- Not engaging in horseplay, pranks or practical jokes;
- Not gambling on USF CUTR property or during work hours;
- Not using personal cell phones during work hours, except to make calls when necessary for personal necessity or emergencies;
- Properly wearing all safety equipment, ear protection, safety shoes and eye protection and following all USF CUTR safety rules and policies.
- Failure to observe the above standards may result in disciplinary action up to, and including, termination.

14. PERSONAL INFORMATION CHANGES

You are to notify Human Resources immediately if any changes occur in your:

- Legal name;
- Address;
- Telephone number;
- Emergency contact information;
- Number of dependents for tax purposes;

- Dependents covered by medical insurance;
- Beneficiary for life insurance and other employee benefit plans.

15. PERSONAL VISITORS

Like personal phone calls, limit personal visitors to necessity. Excessive personal visitors are unacceptable.

16. SAFETY

USF CUTR recognizes the need for a safe workplace. It is the responsibility of all employees to observe USF CUTR safety procedures at all times. All USF CUTR employees have the express affirmative duty to report any violations of safety procedures immediately upon the occurrence of any such violation to their Supervisor or the General Manager. All employees will observe safe practices, abide by mechanical safeguards and use personal protective equipment.

It is each employee's responsibility to follow all safety regulations and promote a safe working environment for themselves and their fellow workers.

The following are examples of safety violations:

1. Operating a USF CUTR motor vehicle in an unsafe manner or failing to wear a seat belt
2. Operating USF CUTR machinery or equipment without first being certified
3. Operating USF CUTR machinery or equipment without proper safety precautions, such as goggles, guards, etc.
4. Engaging in horse play, which includes any action that in any way interferes with or disturbs the normal operations or any action that is unsafe or dangerous
5. Failing to report potential safety hazards
6. Failing to report work-related accidents
7. Use of drugs or alcohol during work-related activities;
8. This list of safety violations is not intended to cover all acts, which might lead to disciplinary action. Other acts or infractions, which, in the view of management, represent safety violations, will also lead to disciplinary action.

17. SHORT-TERM ABSENCES

It is the policy of USF CUTR to permit full-time employees to be absent from work on a short-term basis under certain circumstances, including sickness or injury. An authorized short-term absence may include any of the following (the phrase "immediate family" includes the employee's spouse, brother, sister, father, mother, children, and step-children):

- Sickness or injury resulting in temporary disability of the employee or a member of his immediate family;
- Death, funeral, or estate settlement in the employee's immediate family;
- Marriage of the employee or a member of his immediate family;
- Birth of a child to or adoption by the employee and/or the employee's spouse;
- Personal business which cannot be conducted outside of normal working hours;
- Voting in local, state, or national elections;
- Approved voluntary participation in community projects.

In addition, USF CUTR provides military leave of absence as required by law. In order for short-term absences to be considered authorized employees must obtain approval for the absence from their supervisor. Employees should give their supervisor as much advance notice of absence as possible. Unauthorized absences and absences in excess of that allowed under this policy, except for an approved leave of absence, will be considered abuses of this policy and are grounds for disciplinary action. New employees must wait 90 days to be eligible for this accrual. Employees returning from a short-term absence must report to their supervisor, explain the absence, and if required a written certification that they are fit to return to work. The supervisor should record the employee's absence and return to work, forward a copy of the record to the Personnel Department, and verify that the employee is able to work. When appropriate, the supervisor should counsel the employee on the importance of good attendance and warn that excessive absences, regardless of cause, will lead to discipline, up to and including termination.

Absences resulting from jury duty will not be charged against an employee's short-term absences. Employees are prohibited from falsifying the reason for an absence. USF CUTR may require an employee to submit to a medical examination or provide a doctor's statement to verify a claimed sickness or injury. If this examination or statement should establish that the employee is not actually suffering from an illness or injury, the employee will be subject to disciplinary action, up to and including termination, and absence compensation will be stopped immediately. Authorized days off for short-term absences will not be considered as working time for calculating weekly overtime compensation.

18. SMOKING AND TOBACCO

Smoking and tobacco chewing is prohibited inside the office facilities. This applies to employees, customers, vendors, and visitors. Employees will not be permitted to smoke in the lab. Smokers have an obligation to keep the smoking areas litter-free. Smoke breaks are to be approved by the employee's supervisor and must be scheduled so not to disrupt the

completion of work. Employees that violate the smoking policy may be subject to disciplinary action up to and including termination.

19. USE AND MONITORING OF TELECOMMUNICATION AND TECHNOLOGY SYSTEMS

All telecommunication and technology systems, including but limited to computers, computer files, telephones, email and voice-mail systems, and software (the “systems”) furnished to employees are USF CUTR’s property intended for business use. All communications over and activity conducted on the systems are property of USF CUTR. All telecommunication and technology systems, including emails sent and received, may be accessed and are subject to Florida’s Sunshine Law.

USF CUTR prohibits the use of the systems in any way that is disruptive, offensive to others, or harmful to morale. The display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other prohibited uses includes, but are not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. The systems are not to be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

USF CUTR purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software owner, USF CUTR does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. Employees are prohibited from loading any personal software or programs onto USF CUTR’s systems. USF CUTR prohibits the illegal duplication of software and its related documentation. Internet access to the World Wide Web is provided by USF CUTR to assist employees in performing their job duties and to obtain work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. All Internet usage is limited to job-related activities. Use of USF CUTR’s systems for personal Internet access is not permitted. All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the business records of USF CUTR.

Employees should always ensure that the business information contained in e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful. The equipment, services, and technology provided to access the Internet remain at all times the property of USF CUTR. As such, USF CUTR reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems, including emails sent and received. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, defamatory or disruptive to any

employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Use of the USF CUTR's systems for incidental personal Internet access and e-mail is permitted provided it does not interfere with the performance of USF CUTR's systems or the user's responsibilities to USF CUTR, and does not otherwise violate this Policy. Abuse of the Internet access provided by USF CUTR or the failure of an employee to comply with this policy may result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. Employees should notify their immediate supervisor, or Human Resources or any member of management upon learning of violations of this policy. The following are, some but not all, examples of activities that are prohibited and may result in disciplinary action, up to and including termination of employment:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using USF CUTR's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals or companies
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation

- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other illegal activities

20. USE OF TELEPHONES AND CELL PHONES

Limit personal local calls to necessity. Excessive personal calls are unacceptable. During work time, employees should limit the use of their personal cell phones. Employees should set personal cell phones on silent mode during work hours to avoid disturbing those working around them. Employees should never use any type of photographic feature on their cell phones to take pictures on USF CUTR premises, while conducting company business, or at company-sponsored functions without receiving permission from management to do so.

21. USE OF CONNECTED & AUTONOMOUS VEHICLES

- Make sure at least two people are present when operating the connected & autonomous vehicles and associated components in the Lab.
- Use the exhaust system to evacuate vehicle emissions while the vehicles are inside the lab. The exhaust tubes must be connected at all times regardless if the vehicle is running. Only disconnect when moving the vehicles.
- No drink or food is allowed within the CAV working space (the space where the vehicles and associated electric devices are located).
- Acquire permission from your supervisor before using any high voltage equipment (voltages above 36V RMS AC and 36V DC).
- The vehicles need to be started for 10 mins at minimum every two weeks to preserve the battery.
- After work is complete, store the tools and components properly on the shelves or designated work areas.

22. USF CUTR EMPLOYEE ACKNOWLEDGMENT FORM

I have received a copy of the Employee Handbook ("Handbook") of USF CUTR. The Handbook describes important information about my employment at USF CUTR, and I understand that it is

my responsibility to read and comply with the policies contained in this Handbook and any revisions made to them. I understand that my failure to comply with any of the policies in this Handbook may result in disciplinary action, up to and including termination of employment. I understand that I should consult the General Manager regarding any questions not answered in the Handbook.

I understand USF CUTR has the right, in its sole discretion, to amend, alter, supplement, change or revise any such rules, regulations or policies at any time without advance notice. Since the information, policies and benefits described are necessarily subject to change, I acknowledge that revisions to the Handbook may occur. All such changes will be communicated through proper notices, and I understand that revised information may replace, modify, or eliminate existing policies.

I understand that nothing in this Handbook nor any policies of USF CUTR are intended to create a contract of employment. I understand that my employment at USF CUTR is at-will and may be terminated at any time with cause by USF CUTR or me. I further understand that the at-will nature of my employment cannot be modified, either expressly or by implication, including any statements, comment or action by any representative, supervisor or Manager of USF CUTR, except the General Manager. Any such modification by USF CUTR will be effective only if in writing, signed and dated by me (the employee) and by the General Manager.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)