

15 And 25 Passenger Vehicle Safety Policy

I. PURPOSE: To establish acceptable standards of use and operation of University 15 and 25 passenger vehicles by faculty, staff and students. Compliance with these standards is intended to ensure that these vehicles are used with the highest safety standards possible to ensure the well being of our employees and students.

II. SCOPE: This policy applies to faculty, staff and students who operate 15 and 25 passenger vehicles while conducting University business or sanctioned activities and pertains to any 15 or 25 passenger vehicle owned or leased by the University.

III. DEFINITIONS:

1. 15-passenger Laker Van: A van designed to carry up to 15 passengers, with dual rear axle.
2. 25-passenger Laker Bus: A bus designed to carry up to 25 passengers, with dual rear axle.
3. Vehicle Operator: Faculty, staff or student driver of 15 and 25 passenger vehicles used to conduct University business or sanctioned events.

IV. RESPONSIBILITY: The safe operation of 15 and 25 passenger vehicles is the joint responsibility of the University, its officials, operators and passengers. Each is accountable for specific aspects of this program.

A. University Responsibility

- Remove vehicles with safety deficiencies from service. Deficiencies include, but are not limited to, defective brakes, wipers, lights, tires and inadequate lubricants and coolants.

B. Physical Plant Responsibility

- Ensure that only approved drivers operate University owned or leased vehicles.
- Ensure that a review of the driver history is conducted on any employee or student requesting permission to drive a 15 or 25 passenger vehicle for University business. If their driving history reveals any of the following, they will not be allowed to operate a 15 or 25 passenger vehicle owned or leased by the University:
 - A revocation or suspension of driver's license in any state.
 - More than one moving violation in the last 12 months.
 - Any DWI or DUI violation within the last 36 months.

- Register potential drivers of 15 and 25 passenger vehicles with AlertDriving.com for online education and van safety testing. Maintain list of approved and disapproved drivers.
- Notify the University's Risk Manager if a vehicle operator's license has been suspended or revoked.
- Ensure vehicles are fully maintained for safe operations; maintain documentation of all training and vehicle maintenance records.

C. Vehicle Operator Responsibility

It is the responsibility of all motor vehicle operators to drive in a safe manner and comply with all applicable motor vehicle operating laws and regulations. All 15 and 25 passenger vehicles will be operated in accordance with current state regulations governing 15 and 25 passenger vehicles. All 15 and 25 passenger operators must:

- Possess a valid driver's license. 25 passenger vehicle operators must possess a CDL license with a P endorsement. 15 passenger vehicle operators do not need a CDL endorsement.
- Report any changes to your driving record to your Department Head and the motorpool clerk when they occur.
- Vehicle operator must be at least 20 years of age and have possessed a valid driver's license for at least three years.
- 15 and 25 passenger vehicle drivers must adhere to the following:
 - For each day of the trip, there must be one driver for every 400 miles driven.
 - No single driver may drive more than 300 miles at one time.
 - No single driver may drive more than eight hours per day and no more than 4 consecutive hours.
- Driving is prohibited between 2:00 a.m. and 6:00 a.m. without written permission of Dean or Department Head with copies sent to the motor-pool clerk and the Risk Manager. Such permission must be delivered prior to the beginning of the specific trip for which the permission is granted.
- Potential van drivers must submit their license number, student ID number, and a valid LSSU email address to Motor Pool. They will then be scheduled to view two online van driving safety courses, and take two tests which must be passed with 90% or higher scores.
- Ensure proper loading of passengers and equipment. Make sure everyone has their seat belt on and all equipment is secured in a manner that prevents any cargo shifting.
- Whenever possible, ensure that there is a working cellular phone available on each van. ***Driver is strictly prohibited from using a cellular phone while driving.***

- Perform vehicle inspection/check prior to each trip, including lights, tires, windshield wipers and gas. Additionally, all windows and mirrors must be scraped and defrosted during inclement weather.
- Nothing will be loaded on the roof of the van.
- Gas tank is to be kept as full as possible, **never below 1/2 tank**.
- For trips of more than 3 hours, a navigator should be assigned to assist the driver.
- The navigator must stay awake at all times and the entire navigator/driver team should be replaced every four hours.
- Obey **ALL TRAFFIC REGULATIONS**, especially, but not limited to, exceeding posted speeds.
- Report all accidents, regardless of damage. Accidents that occur on University property must be reported to Campus Public Safety. All accidents that occur off campus must be reported to the local police department and a copy of the police report brought to the motor-pool clerk. All accidents must be reported to your supervisor, the motor-pool clerk and the University's Risk Manager as soon as practical.
- Report all traffic citations, received while operating a University vehicle, to your immediate supervisor and the motor-pool clerk.
- Report the onset of any physical or mental condition that may impair their ability to operate a vehicle.
- Complete vehicle operations checklist (Appendix 1).
- Execute a vehicle use acknowledgement form prior to the first dispatch by the driver and annually thereafter.
- Operators who violate these policies may be held personally responsible for any damages that result from vehicle accident.

D. Passenger Responsibility

- All passengers may only be seated in seats equipped with seat belts and must wear seatbelts at all times while the vehicle is traveling.
- No smoking, alcohol or illegal drugs are permitted at any time in any vehicle owned or leased by the University.

THIS POLICY STATEMENT WILL BE AVAILABLE IN THE BLACK BINDER OF 15 AND 25 PASSENGER VEHICLES AT ALL TIMES.

APPENDIX 1

15 AND 25 PASSENGER VEHICLE OPERATORS CHECKLIST

- Wear seatbelts and shoulder harnesses as provided in the vehicle
- Cell phone operations, by the driver, are strictly prohibited while the van is in motion
- Evaluate weather conditions and curtail travel when conditions are hazardous. This includes but is not limited to fog, heavy rains, snow, ice and high winds.
- Operate vehicle with the headlights on at all times while driving
- Adhere to University traffic and parking regulations while on campus
- Ensure the vehicle is secured when parked by:
 - Turn the ignition switch off and remove key
 - Make sure the vehicle is placed in park
 - Set the parking brake
 - Lock all doors
- Ensure the safe transport of all passengers, materials and goods by:
 - Securely fastening all loads regardless of height or weight to prevent rolling, pitching, shifting or falling
 - Do not overload the vehicle
 - Do not carry anything on the roof
 - Securely lock all doors while the vehicle is in operation
 - Ensure all passengers use seat belts
- Drive defensively at all times and be especially careful of bicycle and pedestrian traffic
- Report all vehicle defects and maintenance needs to the motor-pool clerk

APPENDIX 2

VEHICLE USE ACKNOWLEDGEMENT FORM

SAFE DRIVING REQUIREMENT:

I acknowledge that I must operate any vehicle used on University business in a safe, responsible manner and in compliance with all applicable laws. I will use vehicles on University business only when authorized by my supervisor. I will follow all applicable rules and requirements. I understand that I am subject to University disciplinary procedures for improper use of any vehicle on University business.

PHYSICAL CONDITION:

I have no physical or mental impairments that may impede my ability to safely operate this University vehicle. If my condition changes such that my ability to drive may be impaired, I shall notify my supervisor and the motor-pool clerk immediately.

MOTOR VEHICLE LICENSE:

I am licensed to drive. I have attached a photocopy of my license to this form. I will promptly notify my supervisor and the motor-pool clerk if a police authority impounds, suspends, revokes or expires my license. I authorize the University to obtain a copy of my official state motor vehicle record including current status of my license and any traffic convictions. I further authorize the University to obtain updates to this information during my employment.

ACCIDENTS AND TRAFFIC CITATIONS:

I shall immediately report any accident or traffic violation involving a University vehicle while on campus to Public Safety and when off campus to the local police authority. I will notify my supervisor, the motor-pool clerk and complete all accident and insurance forms as soon as possible. I understand that I am personally responsible for any traffic or parking fines that I may incur while operating a University vehicle.

ACKNOWLEDGEMENT:

I am 20 years of age or older and have read and fully understand the provisions of the 15 and 25 passenger vehicle safety policy.

PRINT DRIVERS FULL NAME: _____

DRIVER'S SIGNATURE: _____

DRIVER'S LICENSE NUMBER: _____

DATE: _____

**** IMPORTANT: *A photocopy of your driver's license must be attached to this form.***