

**UNIVERSITY OF SOUTH ALABAMA  
POLICY AND PROCEDURE  
12 AND 15 PASSENGER VANS**

**EFFECTIVE MARCH 1, 2015**

This policy and procedure pertains to 12 and 15-passenger vans owned and operated by the University of South Alabama and has been prepared due to the risks associated with these vehicles. Studies by The National Safety Administration indicate that 12 and 15-passenger vans have an increased propensity to rollover as the number of passengers or load increases.

12 and 15-passenger vans are manufactured to truck standards, with the end use intended for the hauling of cargo. 12 and 15-passenger vans can be considered a basic cargo van that has rows of bench seats bolted onto the floor.

The following Policy and Procedure for 12 and 15-passenger vans has been developed to promote safety and protect the University and its students, faculty, and staff against injuries and financial loss.

**POLICY AND PROCEDURE FOR 10 AND 15-PASSENGER VANS**

**I. REPLACEMENT OF 12 AND 15-PASSENGER VANS**

Departments must replace their 12 and 15-passenger vans used for transporting passengers with alternative forms of transportation when it is time to purchase new or replacement vehicles. Type A Mini-Buses are designed for transportation of passengers, come with many safety features, and are strongly recommended. Seven (7) passenger vans may also be considered. These buses and mini-vans can be purchased on state contract or specifications can be submitted for bidding. The University of South Alabama Purchasing Department should be contacted to assist with this transaction.

**II. SAFETY REQUIREMENTS FOR 12 AND 15-PASSENGER VANS CURRENTLY IN THE USA FLEET**

Departments may continue to utilize 12 and 15-passenger vans currently in their fleet but must enforce the following rules until these vans are replaced with alternative forms of transportation.

- a. Professional Behavior: All drivers of USA vehicles are expected to conduct themselves in a professional manner when operating a vehicle on USA business.
- b. Drivers' License: All operators of USA vehicles must be in possession of a valid driver's license.
- c. Driver Training: All operators of 12 and 15-passenger vans, including approved faculty, staff, and student drivers (students who are employed by USA and have an active PA on file) must attend the 12 and 15-Passenger Van Driver Training Class. This program is tailored to meet the requirements for operating 12 and 15-

passenger vans and is offered at various times by the Office of Safety and Environmental Compliance. All operators must complete this training program before operating a 12 or 15-passenger van. Other driver training programs may substitute upon review and approval by Risk Management and Safety and Environmental Compliance.

- d. Cellular Telephones: Cellular telephones must not be used while operating a vehicle except in the event of an emergency.
- e. Number of Occupants: The number of occupants in a 12 or 15-passenger van must be fewer than ten (10). Rear seats must be removed to prevent loading to capacity.
- f. Motor Vehicle Records: All operators of 12 and 15-passenger vans will be subject to periodic driver record checks. Unacceptable driving records will result in revoked driving privileges.
- g. Seat Belts: Seat belts and other occupant restraint devices must be worn at all times by all occupants. Any malfunctioning seat belts must be repaired or replaced immediately.
- h. Vehicle Operation: The vehicle must be operated in accordance with all traffic laws, ordinances, and regulations. Operator must not drive if drowsy or under the influence of any substance.
- i. Limit Driving Time: All operators must take frequent breaks. Additional qualified drivers should be available for long trips.
- j. Manufacturer Safety Information: Manufacturer safety material must be available and reviewed by all 12 and 15-passenger van operators. Special attention must focus on proper loading of the van according to manufacturer recommendations.
- k. Posted Restrictions: Requirements for Operating USA 12 and 15-Passenger Van must be posted in a conspicuous place and be easily accessible to the van driver.

### **III MAINTENANCE OF 12 AND 15-PASSENGER VANS**

- a. Maintenance: All 12 and 15-passenger vans must receive routine service on a regular basis. This shall include but is not limited to:
  - Brakes, including parking brake
  - Oil and filter changes
  - Steering Inspection
  - Lights, including head, tail, and brake lights
  - Tire rotation and replacement
  - Turn Signals
  - Windshield Wipers
  - Mirrors
  - Horn
  - Speedometer/Odometer
- b. Repair: All defects and broken components must be reported to the supervisor and repaired or replaced immediately. The vehicle must be placed out of service until the repair or replacement is completed.

**IV      RENTAL OF 12 AND 15-PASSENGER VANS**

- a. Transportation of passengers should be contracted to commercial operators when possible/practical.
- b. Departments must not rent 12 and 15-passenger vans for the purpose of transporting passengers for distances greater than a ten (10) mile radius, or drive on interstate highways.
- c. Safety precautions described in section II must be followed.

**V      PERMISSIVE USE OF 12 AND 15-PASSENGER VANS**

- a. Transportation of Cargo: Departments that utilize 12 and 15-passenger vans exclusively to transport cargo may continue to utilize the vans for this purpose only except as allowed in IV b.
- b. Transportation of Passengers: Safety precautions described in section II must be followed.

**All accidents involving any vehicle owned, leased, hired, or borrowed by the University of South Alabama must be reported immediately to the immediate supervisor, local law enforcement authority and Risk Management (251) 460-6232.**