

## 12/15 Passenger Van Safety Policy

### Intent:

This policy is to establish the safe use and operation of university owned, or rented, borrowed, or leased 12/15-passenger vans for transportation of University faculty and staff. Restrictions to the hours of operation and use of the vehicles are essential for the adequate, safe, and responsible transportation for official University activities.

### Scope:

This policy affects all UW-Eau Claire owned, leased, or rented 12 and 15 passenger vans. The intent of this policy is to help improve and identify safety training associated with the 12 and 15 passenger vans, to specifically reduce potential safety risks during operation. An individual, program, or department that elects to use this type of vehicle for university business, shall adhere to the procedures set forth in this policy.

### Definitions:

**12-Person Van:** Commonly referred to as a 12-passenger van. This is a van that has an official capacity of no more than 11-passengers and a van driver.

**15-Person Van:** This is a van that has an official capacity of no more than 14-passengers and a van driver.

**Driver Training:** All operators of 12 and 15-passenger vans, including approved faculty and staff must complete the 12/15-Passenger Van Driver Training Course.

**Distracted Driving:** While operating a vehicle, inattentiveness includes but is not limited to talking on a cell phone, using handheld devices, eating, reading, reaching for items that have fallen to the floor, etc. Drivers are strongly discouraged from using cell phones, other electronic communication devices or objects while operating vehicles on university business.

## Table of Contents:

1. [Driver Eligibility](#)
2. [Responsibilities](#)
3. [Van Driver Training](#)

## Procedures

Drivers are to operate 12/15-passenger vans in a safe and responsible manner, complying with all State and Federal laws and regulations.

### Driver Eligibility

For an individual to be Eligible to drive 12/15-passenger vans for University purposes, the individual must fall within one of the classifications below:

Step	General Requirement
1	Must be <b>25</b> years of age <i>or older</i> and have held a valid license
2	Must have a minimum of <b>five (5) years</b> licensed driving experience
3	Must have a valid and current driver's license from a U.S. state or territory
4	Must not have three (3) or more moving violations and/or at-fault accidents in the past two (2) years
5	Must not have an Operating While Intoxicated (OWI) or Driving Under the Influence (DUI) violation within the past year.
6	License has been reinstated for not less than one year after revocation
7	<p>Must have a valid UW-Eau Claire Vehicle Use Agreement (VUA). Login to Enterprise Fleet Management System with UWEC credentials. Must have a completed valid driver's license verification on file.</p> <ul style="list-style-type: none"> <li>• Select <b>UW</b> for select type of employee and then click <b>Logon</b>.</li> <li>• Select <b>UW-Eau Claire</b> for UW Campus and then click <b>Logon</b>.</li> <li>• Enter Username and Password and then click <b>Login</b>.</li> </ul> <p><b>Note:</b> See <a href="#">VUA Policy Procedures</a> for more information.</p>
8	Must successfully pass appropriate training for the type of vehicle being operating
9	Must complete the behind-the-wheel portion of the certification

## Responsibilities

### Risk Management, Safety and Sustainability (RMSS)

Step	Responsibilities
1	Be responsible for approval of drivers based on provided driver license checks. See <a href="#">VUA Policy Procedures</a> for more information.
2	Ensure drivers have valid UW-Eau Claire Vehicle Use Agreement on file
3	Coordinate with Athletics for online training course prior to scheduling the behind-the-wheel portion of the certification
4	Coordinate and contact the vendor instructor to provide behind-the-wheel training
5	Provide the trainee's department with written authorization to drive once the requirements of application, license verification, training, and assessment have been met
6	Maintain a database of all drivers approved to operate 12/15-passenger vans

### Departments/Supervisors

Departments are responsible for identifying employees that have a need to operate 12 & 15-passenger vans.

Step	Responsibilities
1	Implement this policy and take appropriate steps to obtain compliance with this policy by those Employees under their direct supervision. <ul style="list-style-type: none"> <li>• Ensure all drivers comply with the provisions of this policy within their respective units</li> <li>• Ensure that the appropriate authorization process takes places for all drivers prior to driving</li> </ul>
2	Ensure all drivers complete the UW-Eau Claire Vehicle Use Agreement (VUA) and online training course <ul style="list-style-type: none"> <li>• Print the certificate of completion for the online training course, save it as pdf and bring it to the driving session as proof of completion</li> </ul>
4	Ensure the driver completes the 12/15-passenger Van Inspection Checklist for each trip. The inspection checklist should be kept in the vehicle glove box for the duration of the trip. <b>See Appendix B: <a href="#">15 Passenger Van Driver Pre-Trip Inspection Checklist</a>.</b>
7	Immediately report to RMSS when they become aware drivers have any changes in the status of their license (restrictions, revocations, suspensions, expirations) prior to driving 12/15-passenger vans

## Driver's Responsibilities

The driver and all passengers must wear seat belts while occupying any University owned, rented, or leased vehicle. The driver is responsible to ensure that all occupants are in seat restraints before putting the vehicle in gear.

Step	Responsibilities
1	<p>Comply with all policies, procedures, driving restrictions, and traffic regulations</p> <ul style="list-style-type: none"> <li>• Ensure all drivers review the policy and print the agreement form, read, initial, and sign the form. <b>See appendix A: <a href="#">15-passenger van driver agreement</a></b></li> <li>• This form needs to be brought to the driving session to show the instructor you have read the policy.</li> <li>• After the driving session, turn it into RMSS for signature</li> </ul>
2	<p>Work with RMSS to ensure a valid UW-Eau Claire Vehicle Use Agreement and retraining is current</p> <ul style="list-style-type: none"> <li>• Complete the UW-Eau Claire Vehicle Use Agreement (VUA)</li> <li>• Notify RMSS for retraining and recertification</li> </ul>
7	<p>If the vehicle is determined to be unsafe, report to supervisor and exchange for an acceptable vehicle</p>

## Van Driver Training

The training and selection of drivers for 12/15-passenger vans are key elements to reducing the associated risks. All drivers must complete online training course and behind-the-wheel portion of the certification. Departments must ensure current drivers complete training courses every three years.

Step	Actions
1	<p>All van drivers transporting passengers must complete the online van driver training course and the behind-the-wheel portion of the certification</p>
2	<p>Each van driver will complete the online training course developed specifically for passenger van travel offered through Athletic Department.</p> <ul style="list-style-type: none"> <li>• A copy of the training certificate will serve as proof of successful completion.</li> <li>• Training may be repeated at any time however it is not necessary to complete the training more than once.</li> </ul>

3	<p>Must complete the behind-the-wheel portion of the certification</p> <ul style="list-style-type: none"> <li>Any new van driver must complete the online training course and the behind-the-wheel portion of the certification.</li> <li>Any van drivers need to have a re-certification, they must complete the refresher training online course only.</li> </ul>
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### Related Policies:

UW-System Administrative Policy 615: [Vehicle use and Driver Authorization](#)

UW-System Administrative Policy 615A: [Driver Authorization Process and Requirement](#)

UW-Eau Claire - Notarized Form: [UWEC - Notarized Statement of Driving Record](#)

UW-Eau Claire Vehicle Use Agreement: [Vehicle Use Agreement \(VUA\) Instruction](#)

Searching Approved Drive Database: <https://fleetportal.wi.gov/>

Searching Instruction: [Searching Approved Driver Database Instructions](#)

Wisconsin Driver Accident Report: [Wisconsin Driver Report of Crash](#)

State of Wisconsin 12/15 Passenger Vans: [12/15 Passenger Vans Guidelines](#)

### Administration:

#### Approval Details

<b>Approval Authority:</b>	UW-System Administrative Policy 615: <a href="#">Vehicle use and Driver Authorization</a> UW-System Administrative Policy 615A: <a href="#">Driver Authorization Process and Requirement</a>
<b>Approval Date:</b>	01/04/2022
<b>Version no:</b>	V1.0
<b>Date of next Review:</b>	The practice directive and procedure review should be scheduled annually from the approval date.

#### Revision History

Version	Revision Date	Description of changes	Author
1.0	08/18/2021	Procedure Established	Chaizong Lor

#### Contact Person/Department

<b>Contact Person:</b>	Brian Drollinger, Director of Risk Management, Safety & Sustainability
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