12 and 15 Passenger Van Policy

I. POLICY STATEMENT
The following policy has been developed to govern the use of 12 and 15-passenger vans and mini-buses, protect the occupants of these vehicles against injuries, and reduce the risk of financial losses.

II. POLICY PRINCIPLES
All 12 and 15-passenger vans and mini-buses should be operated in accordance with the requirements outlined in the procedures section below. Departments using 12 and 15-passenger vans to transport passengers should replace any vans that are model year 2011 and older with newer vans (i.e. the model year 2012 and newer) whenever possible.

III. EFFECTIVE DATE
January 15, 2019

IV. APPLICABILITY
This policy applies to all departments that use 12 and 15-passenger vans and/or mini-buses for any reason.

V. POLICY MANAGEMENT
Responsible Office: Risk Management and Safety
Responsible Executive: Executive Director, Risk Management and Safety
Responsible Officer: Director, Risk Management & Insurance

VI. DEFINITIONS
12 and 15-passenger van – A van-type vehicle capable of carrying 12 or 15 passengers.
Mini-bus – A conversion or body constructed upon a van-type or cutaway front-section vehicle with a left side driver’s door designed for carrying more than ten (10) persons (usually with dual rear wheels).

VII. POLICY PROCEDURES
Driver Requirements: All drivers of 12 and 15-passenger vans and mini-buses are expected to conduct themselves in a professional manner, comply with the University Fleet Safety Policy, and adhere to the following requirements when operating these vehicles on Auburn University business:

1. Drivers must be age 21 or older. If driving is restricted to on-campus use only, drivers must be age 18 or older.
2. Drivers must possess a valid United States driver’s license.
3. A current motor vehicle record (MVR) within the past two (2) years must be on file with Risk Management and Safety prior to the operation of a 12 and 15-passenger van and/or mini-bus. Driving privileges will be determined in accordance with the University Fleet Safety Policy.
4. Drivers must complete the 12 and 15-passenger van training offered through Risk Management and Safety.
5. Drivers must not use a cellular phone in any capacity when operating the vehicle.
6. Drivers should obey all traffic laws, ordinances, and regulations.
7. Drivers should drive no longer than two (2) hours without a break. Drivers should drive no longer than eight (8) hours in a given 24-hour period.
Other Requirements:
8. 12 and 15-passenger vans that are year model 2011 and older should not be driven distances greater than 25 miles from the point of origin nor should they be driven on interstate highways.
9. Seat belts and other restraint devices required by law should be worn at all times by all occupants. Any malfunctioning seat belts should be repaired or replaced before operating the vehicle.
10. For 12 and 15-passenger vans year that are model 2011 and older, the number of occupants must be less than eight (8) and rear seats should be removed to prevent overloading.
11. Manufacturer Safety Material should be made available and reviewed by all drivers prior to operating the vehicle.
12. Vehicles should be loaded according to manufacturer specifications. All cargo should be contained within the vehicle and placed forward of the rear axle if possible.
13. 12 and 15-passenger vans should not have roof racks and no cargo should be placed on the roof of the vehicle.
14. 12 and 15-passenger vans and mini-buses may not be used for towing.
15. Tires should be checked prior to operation to ensure proper inflation and adequate tread.
16. Vehicles should be inspected annually according to the University Fleet Safety Policy. The annual inspection should include inspection of the spare tire. Conditions that could impair safety should be reported to the immediate supervisor and repaired or replaced immediately. The vehicle should be placed out of service until the repair or replacement is completed.
17. All accidents should be reported immediately to the immediate supervisor, local law enforcement, and Risk Management and Safety, (334) 844-4533.

Department Responsibility: Auburn University Departments are responsible for identifying individuals that need to operate a 12 or 15 passenger van or mini-bus, providing Risk Management and Safety with driver information, and complying with all aspects of this policy, including ensuring that training is completed for each driver.

VIII. SANCTIONS
Violators of this policy are subject to revocation of driving privileges and other disciplinary measures imposed in accordance with University policies.

IX. EXCLUSIONS
Departments using 12 and 15-passenger vans solely for the purpose of transporting cargo on campus (and therefore carrying no more than two passengers at a time) are excluded from requirement 1 of the procedures above.

This policy does not apply to seven and eight-passenger vans.

X. INTERPRETATION
Questions related to the daily operational interpretation and application of this policy should be directed to Risk Management and Safety, (334)-844-4533.