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## **12 AND 15 PASSENGER VAN DRIVER MANDATORY SAFETY TRAINING FOR DRIVING 12 AND 15 PASSENGER VANS**

- **PURPOSE**
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  - **DRIVER AUTHORIZATION**
  - **SAFETY RECOMMENDATIONS**
  - **DISCIPLINE**
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### **A. PURPOSE**

The Van Driver Mandatory Safety Training policy has been established to provide information and guidelines to employees and students regarding responsibilities for the safe operation of university insured vehicles. A university insured vehicle is defined as owned, rented or leased in the name of Xavier University. This includes courtesy or trade out vehicles specifically assigned to the university. The Van Driver Mandatory Safety Training policy is located on the Risk Management website [www.xavier.edu/insurance](http://www.xavier.edu/insurance).

Employees and students who are authorized to drive on behalf of Xavier University will receive a copy of this policy to review and use as a reference.

### **B. MANDATORY SAFETY TRAINING**

Students and employees who have previously completed the driver authorization process and who wish to drive a university insured 12 or 15 passenger van are required to participate in a van defensive driver course which includes mandatory on-road driving offered through the office of Risk Management. The schedule of training sessions will be announced on the portal and be posted on the Risk Management website.

### **C. DRIVER AUTHORIZATION**

The university's Vehicle Use and Driver Responsibilities Policy must be strictly adhered to by students and employees. This policy includes the driver authorization process, insurance and safety information such as driving time and rest periods, and other important information. The Vehicle Use and Driver Responsibilities Policy is located on the Risk Management website.

### **D. SAFETY RECOMMENDATIONS**

Recent studies by The National Traffic Safety Administration indicate that 15 passenger vans have an increased propensity to roll over as the number of passengers or load increases. Vans can be very dangerous, especially when operated by inexperienced or careless drivers.

General guidelines to consider when driving a van:

- The number of occupants in a 12 passenger van should not exceed eight (8).
- The number of occupants in a 15 passenger van should not exceed ten (10).
- When the van is not full, passengers should sit in seats that are in front of the rear axle.
- Whenever driving a van, please maintain extra vigilance.
- Vans, when loaded with cargo or passengers, are much heavier than passenger cars. Thus, acceleration and braking times are increased considerably.
- When loading a van, be sure to distribute weight evenly side to side and front to back, as this will greatly affect the vehicle's handling.

**Policy: Mandatory Van Driver Safety Training**

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- Visibility in vans is also restricted and drivers should take caution and seek assistance when backing, changing lanes, and turning.
- The height of most vans is also much greater than that of most passenger vehicles and should be considered when entering low-clearance garages and similar structures.
- Because vans are tall, their center of gravity causes them to be unstable in sharp turns at moderate speed. Use extreme caution when making quick or sharp turns.
- Do not place loads (i.e. luggage) on the roof of the van.
- Secure luggage and equipment inside the vehicle to prevent it from shifting and moving.
- Do not hang items such as garments on the right passenger side of the van. This increases the already large blind spot for the driver on this side of the van.
- Consider using charter buses for longer trips.
- For athletic teams, use drivers who will not be coaching or playing before or after the trip.
- Require someone to be awake in the front seat next to the driver. This person can observe the driver for potential fatigue.
- Have more than one authorized driver in the van.
- Have a cell phone available for emergency use. Have a passenger use the cell phone rather than the driver.
- Consume food and drinks while the vehicle is stopped for rest periods or re-fueling.
- Do not allow the driver to read the road map while driving.

**DISCIPLINE**

Failure to adhere to the Van Driver Safety Training Policy and the Vehicle Use and Driver Responsibilities Policy may result in disciplinary action, and employees or students will be referred to the office of Human Resources or to the Dean of Students, respectively.

**AMENDMENTS**

This policy is subject to change as deemed appropriate by XU. Notice of changes to this policy will be posted on the Risk Management website. XU will strive to provide this notice of changes within a reasonable time after the changes have been made.

**EFFECTIVE DATE**

The official version of this policy is located on the Xavier University Risk Management website [www.xavier.edu/insurance](http://www.xavier.edu/insurance) and became effective January 22, 2008, revised as noted.