

VAN USE AND SAFETY POLICY

Purpose: To define guidelines, responsibilities, and procedures for the safe use of all University-owned, leased, or rented 12 and 15-person vans by any authorized persons. This policy is applicable to all Boise State University departments and college(s) relative to the use and operation of 12-15-person vans.

I. DEFINITIONS

A. 15-Person Van: Commonly referred to as a 15-passenger van. This is a van that carries no more than 14-passengers and a van driver.

B. 12-Person Van: Commonly referred to as a 12-passenger van. This is a van that carries no more than 11-passengers and a van driver.

C. Cargo Van:

1. Vans designed to carry cargo vs people
2. A cargo van is a one-piece vehicle.
3. Many cargo vans do have windows in the rear cargo area, however some do not.
4. Vans of this type may or may not have cargo guards to separate the rear cargo area from the cab.

D. Navigator or Assigned Van Occupant Observer: The individual designated by the university department, college, organization or club to be seated in the front seat of a 12 or 15-person van who shall be responsible for monitoring passenger activity to ensure that van passengers adhere to applicable requirements of this policy during travel.

E. University Van Safety-Driving Class: A University Risk Management and Insurance sponsored 4-hour Defensive Driving Class (1-hour is devoted to 12-15-person van safety) or a 1-hour computer class devoted specifically to 15-person van safety.

II. Background and Responsibility

Use of 15-person vans is limited to local street travel (no interstate or highway travel) and for on-campus deliver use only.

III. 15-PERSON VAN TRAVEL TERRITORY LIMITATIONS

Differently from other commonly driven passenger vehicles making it more difficult to control in emergency driving situations. Differently from other commonly driven passenger vehicles making it more difficult to control in emergency driving situations. A. According to National Highway Traffic Safety

Administration statistics, the rollover propensity of 15-passenger vans increases by six (6) times with 15 passengers vs. vehicles with only 1 to 5 passengers.

IV. Safety Use and Procedures

1. Drivers are to obey all applicable traffic laws.
2. Only authorized University driver's twenty 20 years of age or older may operate a University owned, leased, or rented twelve and fifteen person van.
3. In order to be considered an authorized driver, an individual must complete the training requirements for motor vehicle operators as outlined in [BSU Policy 9160](#).
4. All occupants in the van must wear seatbelts at all times. The navigator or assigned van occupant observer shall advise the driver to stop the vehicle if passengers become a driver distraction or any passenger removes their seatbelt while the vehicle is in motion.
5. No driver shall operate the vehicle for more than 8 hours in a 24-hour period.
6. An individual shall be designated by the department, college, organization or club to act as the navigator or assigned van occupant observer. This individual must be seated in the front passenger seat and shall be responsible for monitoring passenger activity to ensure that van passengers adhere to applicable requirements of this policy during travel.
7. No travel shall occur between 1 a.m. and 5 a.m.
8. Driving time in excess of 8 hours will require a secondary driver to be designated by the department before the trip begins. The designated secondary driver must be have completed all training requirements for motor vehicle operators as outlined in [BSU Policy 9160](#).
9. One 15-minute driver break is required on any travel of 6 hours or greater. An additional 30-minute break is required on any travel in excess of 10 hours.
10. No cellular phone usage is permitted by the driver while operating a van. If the driver must use a cell phone, he/she must pull off the road safely and use the van's emergency flasher lights while stopped.
11. The driver shall not eat while operating a 12-15-person van.
12. After loading the van, a walk-around inspection shall be conducted by the driver to ensure van safety before departure.
13. Drivers should be well rested and focused on their driving duties.
14. All existing 15 person vans must be limited to carrying no more than 12 persons, including the vehicle driver, with roof racks and back seats removed. Contact FO and M Motor Pool, if assistance is needed. This requirement must be met no later than November 30, 2005.
15. The headlights shall be on at all times when the vehicle is being driven.
16. The hauling of trailers or external cargo is not recommended unless it is essential to the fulfillment of the travel needs. Whenever possible, small compact trailers of 4'x8' or smaller should be used.

17. Any internal cargo that is placed in the van (luggage, equipment, etc.) must be secured, is not to be loaded above the top of the seat level, and should be distributed evenly. Cargo tie down equipment can be obtained from FO and M.
18. Each vehicle must be equipped with a fire extinguisher, first aid kit, and emergency roadside markers. Winter driving equipment needs to include a winter travel kit, which is available from the FO and M - Motor Pool.
19. All University-authorized drivers of 12-15-person vans shall review, sign, and date the University Driver Expectation Form (DEF) before they operate a 12-15-person van. A copy of the completed DEF is to be mailed to the Risk Management and Insurance Office at mail stop 1240. This DEF will be valid for up to 1 year to coincide with the required driver's training certificate period.
20. When renting a University vehicle from the FO and M - Motor Pool, the authorized University vehicle driver must complete the University's Driver Expectations Form (DEF). The authorized University vehicle driver must present a copy of his required University driver's training certificate as well as show his or her current driver's license.