The College of William & Mary Department of Intercollegiate Athletics

12-PASSENGER VAN SAFETY POLICY

Last Update: 8/12/15

I. PURPOSE: The intent of this policy is to define the acceptable use and safe operation of 12-passenger vans by faculty, staff, students and volunteers while conducting College business or sanctioned activities. It is also the intent of this policy to phase out the use of these vehicles.

II. GOAL: This policy is designed to prevent accidents and minimize the risk of personal injury and property damage.

III. SCOPE: This policy applies to faculty, staff and students who operate a 12-passenger van while conducting College business or sanctioned activities and pertain to any 12-passenger van owned or leased using College funds.

IV. DEFINITION: For the purpose of this policy, 12-passenger van refers to a van which carries passengers and has not been converted to a utility vehicle. Vehicle operator refers to and is limited to any faculty, staff, or student volunteer 19 years of age or older, with a minimum of two years driving experience, who operate a 12-passenger van while conducting College business or sanctioned activities.

V. RESPONSIBILITY: The safe operation of 12-passenger vans is the joint responsibility of the College, its officials, operators and passengers. Each is accountable for specific aspects of the program.

A. College Responsibility

- Equip each state-owned or College-owned vehicle with safety equipment necessary for safe operation. Cost will be borne by user organization.
  - Audio back up signals, additional lights, fire extinguishers, etc. will be provided when necessary

- Remove vehicles with safety deficiencies from service. Deficiencies include, but are not limited to, defective brakes, wipers, lights, tires and inadequate lubricants and coolants.

- Provide, through the Campus Police, driver training (or, for Athletic Dept. staff, the Asst. Dir. of Facilities-taught training is an option). Costs will be borne by user organizations. The College, at its expense, will provide an annual refresher course for all drivers.

- Conduct, through the Campus Police, driver history reviews at the beginning of the fall and spring semesters for all new drivers. Costs will be borne by user organizations.

- The Campus Police will review and conduct any accident investigation deemed
necessary. The Safety Office will review causes of accidents and develop appropriate vehicle safety awareness programs. Facilities Management will make recommendations and take corrective actions if necessary with issues relating to facilities and grounds.

- Prohibit the rental of College-owned 12-passenger vans to outside organizations.
- Prohibit the purchase or rental of new or used 15-passenger vans.

**B. Departmental Responsibility**

- Ensure that no 15-passenger vans are purchased or rented.
- Dispose of all current 12-passenger vans that are 10 years or older or with mileage in excess of 100,000 miles, that are used to carry passengers.
- Ensure that only approved drivers operate College-owned or leased vehicles.
- Ensure that a review of the driving history is conducted on any employee prior to hire, transfer or promotion into a position requiring the operation of a 12-passenger van for College business. Persons applying for new employment will not be eligible for hire, and current College staff will not be eligible for transfer or promotion into positions requiring them to operate a 12-passenger van if their driving history record reveals any of the following:
  - A revocation or suspension of driver’s license in any state.
  - More than one moving violation within the last 12 months.
  - Any DWI or DUI violation within the last 24 months.
- Ensure that a review of the driving history is conducted for any student or volunteer who operates 12-passenger vans. The same qualifications will apply.
- Notify the College’s Risk Manager and Human Resources (when applicable) if a vehicle operator’s license has been suspended or revoked.
- Ensure that each driver complete driver training course on 12-passenger vans every five years.
- Establish a “pool” of qualified drivers. Limit student operators to age 19 and above.
- For each day of the trip, there must be one driver in the vehicle for every 400 miles driven. No single driver may drive more than 220 miles or three hours (whichever is less) one-way without at least a 30 minute break; trips over this distance will require use of a chartered bus.
• Ensure vehicles are fully maintained for safe operation by coordination with an office designated for centralized vehicle maintenance, and maintain documentation of all training and vehicle maintenance records.

C. Vehicle Operator Responsibility. It is the responsibility of all motor vehicle operators to drive in a safe manner and comply with all applicable laws and regulations. All 12-passenger vans will operate in accordance with current state regulations governing said vehicles. All 12-passenger van operators must:

• Possess a valid Virginia or other state driver’s license. Report any changes to driving record to the Assistant Athletic Director, Facilities and Operations when they occur.

• Complete the van operator training course conducted by Campus Police or the Athletic Dept. prior to receiving authorization to operate a 12-passenger van.

• Limit the total number of passengers to ten or less, plus the driver.

• Ensure proper loading of passengers and equipment.

• Ensure that there is a working cell phone available on each van. Driver may not use phone while driving.

• Perform vehicle check before each trip, including lights, tires, windshield wipers and gas.

• Obey all traffic regulations, not exceeding posted speed limits.

• Report all accidents, regardless of damage. Accidents that occur on College property will be reported to the Campus Police. Accidents that occur off campus must be reported immediately to state police. Accidents with leased vehicles should be reported to the state police. Accidents must be reported to the Assistant Athletic Director, Facilities and Operations and the College’s Risk Manager as soon as practical.

• Report all traffic citations received while on College business to the Assistant Athletic Director, Facilities and Operations.

• Report the onset of any physical or mental condition that may impair their ability to drive.

• Conduct a vehicle safety inspection prior to the operation of the vehicle. Windows and mirrors must be scraped and defrosted during inclement weather. Deficiencies or any mechanical defect that would jeopardize the safe operation of the vehicle (such as a leaking gas line or overheating engine) must be corrected prior to future operation. Vehicles found to be in unsafe condition are not to be operated until repairs are made.
• Complete the van operations checklist (Appendix 5-B(a)).

• Execute a vehicle use acknowledgment form prior to first dispatch by driver and annually thereafter. (Appendix 5-B(b)).

• Upon completion of use, operators must:
  o Clean out the inside of the vehicle (trash, grass, etc.) and make sure ALL interior and exterior lights are turned off.
  o Close all windows, lock all doors, and remove possessions from vehicle after use.
  o Record final mileage on the space provided on the Trip Sheet, along with any problems experienced during use.
  o Park the vehicle in the designated motor pool area, between light poles “E” and “F” in the William & Mary Hall Lot.
  o All elements of the Trip Package are to be returned to the Facilities and Operations Office the first business day following completion of the trip.

D. Passenger Responsibility

• All passengers may only be seated in seats equipped with seat belts and must wear seat belts at all times while traveling.

• No smoking, alcohol or illegal drugs are permitted at any time in any passenger van owned or leased.

VI. REQUEST POLICY

• All athletic department vehicle requests must be submitted to the Athletics Travel Coordinator at least 48 hours in advance.

• Team travel to competitions has priority over other uses.

• Team travel necessitating more than one (1) van should require the use of a chartered bus; exceptions may be made for on-campus practice requests.

• Team travel over 220 miles or 4 hours should require the use of a chartered bus.

• Team travel authorizations must be approved by the Assistant Athletic Director, Business.

• The Vehicle Request Form must be submitted at least forty-eight (48) hours before the intended use to permit adequate processing time.
• A Trip Package, including a Trip Sheet, keys, credit cards, and an emergency kit (provided enough kits are available) will be readied by the date and time of pick-up specified on the Van Request Form.

• Trip Packages should be picked up from Assistant Director Facilities and Operations, William and Mary Hall, Room 314.

VII. REFERENCES:

1. *Rules and Regulations Governing the Use, Operation and Maintenance of State-Owned Fleet Vehicles*, Division of Fleet Management, Virginia Department of Transportation

This policy statement will be available in the glove compartments of 12-passenger vans at all times.