12-Passenger Van Operators Checklist

1. Carry no more than ten passengers as a maximum load.
2. Wear seat belts/shoulder harnesses as provided in the vehicle.
3. Drivers of College vehicles are required to operate vehicles in a safe manner and to obey all State laws. In many states, the use of a handheld cell phone while driving a vehicle is prohibited by State law except for emergency calls. Emergency calls are defined in the law as calls to a 9-1-1 system, a hospital, an ambulance service provider, a fire department, a law enforcement agency, or a first aid squad. Avoid listening to loud music, using cell phones, or otherwise engaging in behaviors that would prevent or distract the driver from hearing traffic warning devices. Noise inside the vehicle should not drown out sound levels from horns and sirens in the immediate area.
4. Evaluate weather conditions and curtail travel when conditions are hazardous. This includes but is not limited to fog, heavy rain, snow, ice, high winds, etc.
5. Prohibit towing of trailers.
6. Operate vehicle with headlights on when driving.
7. Utilize mechanical and/or hand signals at all times to inform others of their intentions.
8. Adhere to all College traffic and parking regulations and policies when operating or parking College vehicles on campus.
9. Ensure the vehicle is secured when parked by:
   a. Turning the ignition switch off and removing the key
   b. Making sure that vehicles equipped with automatic transmissions are placed in “Park”
   c. Setting the hand or parking brake
   d. Locking the vehicle doors
10. Ensure the safe transport of all passengers materials and goods by:
    a. Securely fastening all loads, regardless of weight or height, to prevent rolling, pitching, shifting or falling.
    b. Not overloading the vehicle
    c. Not carrying roof mounted loads
    d. Securely fastening all doors while vehicle is in operation
    e. Ensuring all passengers use seat belts
11. Drive defensively at all times and be especially careful of bicycle and pedestrian traffic.
12. Report Vehicle defects and maintenance needs to their supervisor or vehicle manager.
13. Upon completion of use, operators must:
    a. Clean out the inside of the vehicle (trash, grass, etc.) and make sure ALL interior and exterior lights are turned off.
    b. Close all windows, lock all doors, and remove possessions from vehicle after use.
    c. Record final mileage on the space provided on the Trip Sheet, along with any problems experienced during use.
d. Park the vehicle in the designated motor pool area, between light poles “E” and ”F” in the William & Mary Hall Lot.

e. 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.**