



12 and 15 Passenger Van Usage Policy

NAME: **12 and 15 Passenger Van Usage Policy**
ISSUING DEPARTMENT: **Facilities**
ISSUED DATE: **July 1, 2016**
REVIEWED DATE: **October 13, 2020**
APPROVING AUTHORITY: **President's Cabinet**
DATE REVISED: **October 16, 2019**

PURPOSE

This policy designates the approved process for the use of Mansfield University 12 and 15 Passenger Vans. The University is proactive regarding the safety of the drivers and occupants of the vehicles while they are being operated for University business. Restrictions to the hours of operation and use of the vehicles are essential for the adequate, safe, and responsible transportation for official University activities.

SCOPE

This policy affects all Mansfield University owned 12 and 15 Passenger Vans. It does not specifically limit the use of 15 Passengers Vans that may be rented from an outside agency. The intent of this policy is to improve the safety issues associated with the 12 and 15 passenger vans to avoid additional risks during operation.

An individual, program, or department that elects to use this type of vehicle from an outside vendor for University business, shall adhere to the Procedures set forth in this policy.

FORMS

Travel Approval Form
Driver Verification Form
Roster of Occupants Form

RESPONSIBILITY

Facilities Management has the responsibility for the operation and maintenance of Mansfield University owned vehicles. Policies for the use of the vehicles are developed to maintain the availability for ongoing University operations in a safe and consistent manner. This policy has been approved based on the findings and recommendations made from a committee investigating the use and operations of our current fleet of 12 and 15 Passenger Vans. The Facilities Director in coordination with the Safety Director are responsible for the implementation and review of this policy /procedure. Annual review will be performed and submitted electronically on or before July 1st of each year.

POLICY/PROCEDURES

Due to the transport of a larger number of individuals and the potential for serious injuries if an accident occurs involving a 12 or 15 passenger van, Mansfield University has adopted the following limitations for their use:

1. The limitation of a 5 hour driving period per driver one way or 10 hours per driver in any 24 hour period, regardless of the number of drivers.
2. The rear seat has been permanently removed from all of the older (pre- 2015 Model Year)

15 passenger vans, converting all older vans to a maximum of 11 passengers (including the Driver). Cargo shall be limited to a maximum of 300 pounds.

3. All (Students, Staff and Faculty) drivers of the 12 and 15 passenger vans are required to take the van drivers training course available through the university safety office.
4. When towing a trailer, the 15 passenger vans will be limited to the driver and a maximum of 7 passengers seated in the front seats of the vehicle.
5. All occupants of the vehicle shall properly wear the seat belts when the van is in motion.
6. All speed limits, highway advisories, and traffic laws shall be obeyed during the operation of the vehicles.
7. When possible the 12 passenger vehicles shall be used.
8. Current reservations for the 12 and 15 passenger vans will be evaluated through the EMS system to ensure compliance with this policy.
9. Facilities Management will verify that all listed drivers of the 12 and 15 passenger vans have completed the van drivers training course.
10. All associated travel paperwork must be completed and approved prior to departure:
 - Travel approval
 - Budget approval
 - Driver verification
 - Roster of occupants
11. For any incidents, damage, or emergency situations regarding the operation of the vehicles immediately contact the Campus Maintenance Building at 570-662-4907 or Campus Police at 570-662-4900.
12. For accident involving injury, death, or towing of the vehicle contact the police agency having jurisdiction where the incident occurred.

DISTRIBUTION

This policy will be posted to the Policies and Procedures web page.

This policy will be distributed campus wide with specific notifications made to the following areas:

- Facilities Clerical and Garage Staff
- Student Affairs
- Provost
- Admissions
- Fitness Center
- Fisheries
- Outdoor Leadership Staff

The Facilities Department will update the information on their web content area and will email the web master with the updated link to be added to the Mansfield University Policy/Procedure Directory.