

**AUBURN UNIVERSITY**  
**POLICY AND PROCEDURE**  
**12 and 15-PASSENGER VANS**

This policy and procedure pertains to 12 and 15-passenger vans owned and operated by Auburn University and has been prepared due to the risks associated with these vehicles. Studies by The National Traffic Safety Administration indicate that 12 and 15-passenger vans have an increased propensity to rollover as the number of passengers or load increases.

Our information reveals that 12 and 15-passenger vans are used Campus wide for transportation of passengers and cargo. 12 and 15-passenger vans are manufactured to truck standards, with the end use intended for the hauling of cargo. 12 and 15-passenger vans can be considered a basic cargo van that has rows of bench seats bolted onto the floor.

The following Policy and Procedure for 12 and 15-passenger vans has been developed to promote safety and protect the University against injuries and financial loss.

**POLICY AND PROCEDURE FOR 12 and 15-PASSENGER VANS**

**1.1 REPLACEMENT OF 12 and 15-PASSENGER VANS**

Departments should replace their 12 and 15-passenger vans used for transporting passengers with alternative forms of transportation when it is time to purchase new or replacement vehicles. Type A Mini Buses are designed for transportation of passengers, come with many safety features and are strongly recommended. Seven (7) passenger mini-vans may also be considered. These buses and mini-vans can be purchased on state contract or specifications can be submitted for bidding. Auburn University's Payment and Procurement Services should be contacted to assist with this transaction. The department purchasing the vehicle should allow ninety (90) days for delivery.

**1.2 SAFETY REQUIREMENTS FOR 12 and 15-PASSENGER VANS CURRENTLY IN AUBURN UNIVERSITY FLEET**

Departments may continue to utilize 12 and 15-passenger vans currently in their fleet but must enforce these recommendations until these vans are replaced with alternative forms of transportation.

**1.2.1 Professional Behavior:** All drivers of Auburn University vehicles are expected to conduct themselves in a professional manner when operating a vehicle on Auburn University business.

**1.2.2 Drivers' License:** All operators of Auburn University vehicles should be in possession of a valid drivers' license.

**1.2.3 Driver Training:** All operators, including faculty, staff, student drivers and volunteers, of 12 and 15-passenger vans must attend the 12 and 15-Passenger Van Driver Training Class. This program is tailored to meet the requirements for operating 12 and 15-passenger vans and is offered at various times each month by the Office of Risk Management and Safety. All operators must complete this training program before operating a 12 or 15-passenger van. Other driver training programs may substitute upon review and approval by Risk Management and Safety.

**1.2.4 Cellular Telephones:** Cellular telephones should not be used while operating a vehicle.

**1.2.5 Number of Occupants:** The number of occupants in a 12 or 15-passenger van shall be less than eight (8). Rear seats should be removed to prevent loading to capacity.

**1.2.6 Motor Vehicle Records:** All operators of 12 and 15-passenger vans will be subject to periodic driver record checks. Unacceptable driving records will revoke driving privileges.

**1.2.7 Seat Belts:** Seat belts and other occupant restraint devices should be worn at all times by all occupants. Any malfunctioning seat belts should be repaired or replaced immediately.

**1.2.8 Vehicle Operation:** The vehicle should be operated in accordance with all traffic laws, ordinances, and regulations. Operator should not drive if drowsy or under the influence of any substance.

**1.2.9 Limit Driving Time:** All operators should take frequent breaks. Additional qualified drivers should be available for long trips.

**1.2.10 Manufacturer Safety Information:** Manufacturer Safety Material should be available and reviewed by all 12 and 15-passenger van operators. Special attention should focus on proper loading of the van according to manufacturer recommendations.

**1.2.11 Posted Restrictions:** Requirements for Operating an Auburn University 12 and 15-Passenger Van, 1.2.11A (below), must be posted in a conspicuous place and be easily accessible to the van driver.

**Requirements for Operating an Auburn University 12 and 15-Passenger Van, 1.2.11A**

- Operator must conduct himself or herself in a professional manner.
- Operator must be in possession of a valid drivers' license.
- Operator must complete the 12 and 15-Passenger Van Driver Training Class.
- Operator must not use a cellular phone when operating this vehicle.
- Occupants of this van should number less than eight (8).
- Seat belts and other restraint devices should be worn at all times by all occupants.
- Operator should obey all traffic laws, ordinances and regulations.
- Driver should not operate this vehicle longer than two (2) hours without a break.
- Van should be loaded according to Manufacturer recommendations.
- All accidents should be reported immediately to Risk Management, (334) 844-4533.

**1.3 MAINTENANCE OF 12 and 15-PASSENGER VANS**

**1.3.1** All 12 and 15-passenger vans should receive routine service on a regularly scheduled basis. This shall include, but is not limited to:

Brakes, including parking brake  
Oil and filter changes  
Steering Inspection  
Lights, including head, tail and brake lights  
Tire rotation and replacement

Turn Signals  
Windshield Wipers  
Mirrors  
Horn  
Speedometer/Odometer

**1.3.2 Repair:** All defects and broken components should be reported to the supervisor and repaired or replaced immediately. The vehicle should be placed out of service until the repair or replacement is completed.

#### **1.4 RENTAL OF 12 and 15-PASSENGER VANS**

Transportation of passengers should be contracted to commercial charter operators when possible/practical.

Departments should not rent 12 and 15-passenger vans for the purpose of transporting passengers for distances greater than a ten (10) mile radius, or drive on interstate highways.

Safety precautions described in section 1.2 must be followed.

#### **1.5 PERMISSIVE USE OF 12 and 15-PASSENGER VANS**

**1.5.1 Transportation of Cargo:** Departments that utilize 12 and 15-passenger vans primarily to transport cargo may continue to purchase the 12 and 15-passenger van for this purpose only.

**1.5.2 Transportation of Passengers:** Safety precautions described in section 1.2 must be followed.

**All accidents involving any vehicle owned, leased, hired or borrowed by Auburn University should be reported immediately to the immediate supervisor, local law enforcement authority and Risk Management and Safety, (334) 844-4533.**

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