



12-Passenger Van Use Summary and Training Acknowledgement Sheet

When can I rent 12-passenger vans?

- Driver criteria listed in the fleet safety policy are met.
- Use of a mini bus or bus is not feasible.
- Discussed trip with my department head or designee and received approval.

What are the driver criteria for 12-passenger vans?

- Possess current license and pass the motor vehicle record review. *For 12-passenger vans, this must be completed yearly.*
- Must have at least 6 years driving experience and be at least 24 years of age.
- Must complete 12-passenger van specific training. See your department head or designee for training information.

Why should I be aware of rollovers?

Rollovers are more likely to occur in 12-passenger vans due to

- **Center of gravity:** with 10 or more occupants, the rollover rate increases 3x the rate of vans that have only 5 occupants.
 - The center of gravity moves upward and toward the rear of the van.
 - It makes the van handle differently from most cars.
- **Speed and Road Conditions:** rate of rollover increases significantly at speeds over 50 mph and curved roads.
- **Improper Loading** of luggage and equipment: do not place in-vehicle luggage and equipment about the seat level nor permit it to block the driver's view.

How do I avoid Rollovers?

Drive defensively.

- Avoid running off the edge of the road and overcorrecting or over-steering.
- Maintain a safe speed and distance for road conditions and weather– leave extra distance between you and the vehicle in front of you.
- Do not drive if you are fatigued.
- Never use a cell phone while driving.

What are the safe operating requirements?

- **Seatbelts:** All occupants must wear seatbelts.
- **Front seat passenger:** To avoid distractions, the front seat passenger must act as an assistant to help with navigations and other non-driving duties such as passenger needs, radio handling, or cell phone use.
- **Driver Fatigue:** If driving time exceeds 3 hours, two authorized drivers must be available to avoid driver fatigue. Drivers must share driving duties.
- **Vehicle Loading:** No roof-top loads or luggage permitted. In-vehicle luggage and equipment is not permitted above seat level, should be relatively lightweight and not block the driver's view.
- **No consumption of alcohol, drugs, or tobacco by occupants.**



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What should I do if I have an accident?

- If and when safe to do so, move the vehicle to the side of the road. Turn on your flashers and interior lights.
- Call 911 to request emergency assistance (fire, police, and ambulance). Be prepared to provide your name, location, and phone number as requested by the dispatcher.
- Contact the rental company.
- Report all accidents to your department head or designee. Department head or designee should notify the Business Office and the EH&S/Risk Manager.

Prior to trip departure, obtain a copy of the college's insurance card and accident form from your department head or designee or the Facilities Services Response Desk.

I have completed the 12-passenger van training and have reviewed the above summary. I understand that I am responsible for the proper operation of the van, for the safety of my passengers, and that any deviation from the information provided may result in the loss of future use of 12-passenger vans.

Signature _____ Date _____