

University of Wisconsin – Eau Claire
12/15 Passenger Vans Policy
(February 2019)

BACKGROUND:

Studies conducted by the National Highway Traffic Safety Administration (NHTSA) reveal that loaded 15-passenger vans have significantly higher risk of rollover than passenger cars and light trucks. Loading the vans raises the center of gravity and shifts it towards the rear greatly affecting the handling characteristics. When heavily loaded the steering characteristics and responsiveness are very different from light passenger vehicles, this can cause serious consequences in an emergency situation when an untrained driver expects the vehicle to respond like a car. Driving large vans requires skill and experience from the operator, with little or no margin of error. The vehicles must also be in proper working order to reduce the likelihood of involvement in an accident. NHTSA has shown that the chance of survival in a rollover type accident is greatly enhanced by the proper use of seatbelts.

Consistency and adequacy of the University of Wisconsin-Eau Claire (UW-Eau Claire) van driver training program is necessary, not only for the safety of university drivers and passengers, but all others on the road. Further, since there is no research to support that 12 passenger vans should be excluded from van driver requirements, those vehicles will be treated the same as 15 passenger vans.

MODIFICATIONS TO DRIVER AGREEMENT FORM

Initial Here (x5)

	1. I have a minimum of five (5) years licensed driving experience. <i>(Alternatively, a driver who is at least 21 years of age with a Class B or C CDL [Commercial Driver License] endorsed for passengers may drive 12/15 passenger vans <u>only</u> within the State of Wisconsin.)</i>
	2. I will not engage in activities while driving which may cause distraction or unsafe driving such as texting, using a handheld cell phone, etc.
	3. I will not operate a 12/15-passenger van while my ability or alertness is so impaired, or so likely to become impaired, through fatigue, illness or any other cause, as to make it unsafe for me to begin or continue to operate the vehicle.
	4. Within 8 hours prior to a drive and during a drive, I shall not possess, be under the influence of, or use, alcohol or any of the following drugs or other substances: (i) Any 21 CFR 1308.11 Schedule I substance*; (ii) An amphetamine or any formulation thereof; (iii) A narcotic drug or any derivative thereof; or (iv) Any other substance, to a degree which renders the driver incapable of safely operating a motor vehicle. These include a variety of prescription and over-the-counter drugs (such as cold medicines) which may make a driver drowsy or otherwise affect safe driving ability. I will pay attention to warning labels of legitimate drugs and medicines and to doctor’s orders regarding possible effects. I will not use any drug that hides fatigue. I will avoid any medication with a label warning against operating vehicles or machinery or which notes it may cause drowsiness. However,

	<p>possession or use of a drug administered to me by or under the instructions of a licensed medical practitioner is permitted if they have advised me that the substance will not affect my ability to safely operate a motor vehicle.</p> <p><i>*21 CFR 1308.11 Schedule I can be found at: https://www.deadiversion.usdoj.gov/21cfr/cfr/1308/1308_11.htm</i></p>
	<p>5. I may voluntarily take the van driver refresher course at any time.</p>

TRAINING REQUIREMENTS:

- All New Drivers are required to complete an authorized van driver training course (including classroom and behind the wheel components)
- All Drivers must complete an approved refresher van driving course every three years (behind the wheel component only).
- A Driver who has an at-fault van accident with a University-owned/leased/rented vehicle will *at a minimum* be required to repeat the refresher course within ninety (90) days of the accident. The employee’s supervisor, in consultation with UW-Eau Claire’s Management and Risk Management & Safety Department, is responsible for ensuring that the employee takes the refresher course.

TRAINING SPECIFICS:

Van Driver Instructor Qualifications

UW-Eau Claire will work with National Safety Council Certified Instructors, or equivalent, to complete the behind-the-wheel portion of the 12/15 passenger van certification. Ultimately, all New Drivers will obtain their certification with the oversight of the National Safety Council Certified Instructor.

Basic Classroom (online) Training

A pre-test will be conducted on the rules of the road through the successful completion of the ‘Coaching the® van driver 3™’ online course (of which its content meets the National Safety Council requirements), so that the classroom training can focus on passenger van operation. Completion of this course is required *prior* to scheduling the behind-the-wheel portion of the certification.

Behind-the-wheel Training

Behind-the-Wheel class size should be six to eight students. Minimum of 30 minutes driving time behind the wheel for each student in varied traffic situations in a group setting. Each student should exhibit competency in van driving skills, including the following:

- Pre-driving check – loading, seatbelts, visual check of tires, lights, etc.
- Drive vans that are fully loaded and not
- Highway speeds Emergency braking
- Tracking differences – turning/backing Parking – backing
- Lack of visibility – lane change, turns Height of vehicle – speed sense

Minimum Standards for Driving University-owned/Leased/Rented 12/15 Passenger Vans

UW-Eau Claire faculty and staff only may be allowed to drive a University-owned/leased/rented 12/15 passenger van if all of the following minimum standards are met:

- (i) Must have a valid driver license,
- (ii) Must have a valid UW-Eau Claire Vehicle Use Agreement (VUA),
- (iii) Must have a minimum of five (5) years licensed driving experience. (Alternatively, a driver who is at least 21 years of age with a Class B or C CDL [Commercial Driver License] endorsed for passengers may drive 12/15 passenger vans only within the State of Wisconsin.),
- (iv) Must have taken approved New Van Driver training course (Coaching the® van driver 3™), and
- (v) To remain a qualified driver, must be certified by the department of Risk Management and Safety as having met the refresher van driver training requirements.

UW-Eau Claire faculty and staff may not drive a University-owned/leased/rented 12/15 passenger van if their driving record reflects any of the following conditions:

- Three or more moving violations and/or at-fault accidents in the past two years.
- An OWI or DUI violation within the past year. (OWI/DUI violations are for operating while under the influence of an intoxicant, controlled substance or other drug.)

VAN POLICY

- The number of passengers must not exceed the maximum capacity of the vehicle.
- All exterior-mounted cargo carriers are prohibited.
- Seatbelt use by all van occupants is required. The vehicle may not be operated unless everyone in the van is belted.
- Trailering with a 12/15 passenger van is not allowed. Contact the office of Risk Management and Safety to receive assistance in finding appropriate alternative options.

RECOMMENDATIONS FOR DRIVERS OF 12/15 PASSENGER VANS:

- Avoid driving between midnight and 5 a.m.
- Avoid driving more than two consecutive hours without at least a 15 to 30 minute rest stop.
- Be aware of how physical activity and nutrition affect sleep/alertness. The easiest and most successful measure to prevent drowsiness is to have adequate and continuous sleep before driving – create a quiet, cool, dark environment, and allow sufficient time for sleep and try to sleep during the same hours each day.
- Remember the restrictions agreed upon in the driver use agreement related to abstinence from drugs and alcohol.

INCLEMENT WEATHER GUIDELINES:

If it is unsafe to drive, DON'T. Contact your supervisor if you have concerns about postponing your trip or modifying your travel plans.

Look and listen to local road and weather reports and follow their recommendations. Stay informed on changing weather conditions throughout your trip, as well as road closures and conditions.

Do not drive in inclement weather unless necessary. When travel is necessary, wait for the weather and roads to clear before departing or continuing a trip whenever possible. Allow extra travel time. Always use your headlights. Decrease speed. If you cannot see the edges of the road or other vehicles

at a safe distance, stop at a protected area.

**ACKNOWLEDGEMENT OF:
UNIVERSITY OF WISCONSIN – EAU CLAIRE
12/15 PASSENGER VANS POLICY (FEB 2019)**

Name, Driver

Signature, Driver

Date

Name, on behalf of Risk Management & Safety

Signature, on behalf of Risk Management & Safety

Date