

**UNIVERSITY OF SOUTH ALABAMA  
POLICY AND PROCEDURE  
12 AND 15 PASSENGER VANS**

**EFFECTIVE MARCH 1, 2015**

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

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. 12 and 15-passenger vans, including approved faculty, staff, and student drivers (students who are employed by USA and have an active PA on file) 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 by the Office of Safety and Environmental Compliance. 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 and Environmental Compliance.

- d. Cellular Telephones: Cellular telephones must not be used while operating a vehicle except in the event of an emergency.
- e.

**IV RENTAL OF 12 AND 15-PASSENGER VANS**

- a. Transportation of passengers should be contracted to commercial operators when possible/practical.
- b. Departments must 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.
- c. Safety precautions described in section II must be followed.

~~T(S)ra(n)s(p)or(t)ation of 12 and 15-passenger vans for distances greater than a ten (10) mile radius, or drive on interstate highways, is prohibited.~~