

Fifteen Passenger Van Procedures:

Use of multiple passenger vehicles can provide economical transportation for such University programs as: academic field trips, athletic teams, activities and ride pooling to and from work. Use of specialized vehicles however, involves increased efforts to address safety of operations related to the drivers, their supervisors, the vehicles and passengers.

Drivers – All persons driving 15 passenger vans on University Business shall comply with “California State University Use of University and Private Vehicles Policies and Procedures”.

- Be employed by the University in State funded pay status or in Job Class Code 0050 (Volunteer Employees must be registered through HR).
- Submit a DMV request for Driver License / Identification Record Information (2 – 4 weeks processing time) for faster approval, submit a copy of DMV driving record obtained from local DMV office.
- Present a valid California Driver’s License and Medical Certificate.
 - a. Class B license is required by the University to drive 15 passenger vans
 - b. University Vanpool drivers are only required to present a valid California Driver’s License and a current Class B medical certificate.
- Provide written certification:
 - b. Have not been issued more than three moving violations or been judged responsible for more than three accidents or any combination of three during the last 12 months.
- Comply with all relevant State of California Motor Vehicle Codes and applicable motor vehicle codes of states and countries in which driving on University Business.

Including: Not operate any vehicle while under the influence of alcohol or drugs.
Not operate any vehicle while sleepy or not fully alert.
Not operate any vehicle while inattentive (cell phone usage).
Not operate any vehicle too fast for road conditions.
No hitchhikers.

- While driving on University Business, report any vehicle accident immediately to the law enforcement agency with jurisdiction for the site of the accident, and use the Vehicle Accident Identification Form (STD 269).
- Submit Report of Vehicle Accident (Std. Form 270) to Risk Management within 48 hours.
- Submit a report of any work related injury to your supervisor within 24 hours.
- **Personal Vehicles**, When using a personal vehicle, driver to provide written certification: (Std. Form 261)
 - a. Compliance with the insurance requirements of the State of California for operation of a motor vehicle.
 - b. The motor vehicle is adequate for the work to be performed.
 - c. The motor vehicle is equipped with safety belts in operating condition.
 - d. The motor vehicle is in safe mechanical condition as required by law.
- **Rental Vehicles** – The rental of 15 passenger vans is **prohibited** per CSU and Cal Poly guidelines.

In addition, all drivers of fifteen passenger vans for Cal Poly shall:

- Complete University approved Driver's Safety Training prior to driving 15 passenger vans and every four years thereafter of employment and assignment including the driving of 15 passenger vans. (Includes van pool drivers.)
- Complete University approved Passenger Van Safety Training prior to driving 15 passenger vans and every 2 years thereafter of employment and assignment including the driving of 15 passenger vans. (Includes van pool drivers.)
- Receive written approval from Risk Management to drive 15 passenger vans prior to operating a 15 passenger van on University Business.
- Operate 15 passenger vans in accordance with specialized Passenger Van Safety Training.
- Perform pre-driving inspection of 15 passenger vans (see attached from J.J. Keller & Associates, Inc.) [Pre-inspection is performed for Transportation Services provided vehicles, including University van pool vans.]
- Report identified safety needs of passenger vans to vehicle owner (University Transportation Services, rental agency or private party) prior to use.
- Contact vehicle owner (University Transportation Services, rental agency or private party) for assistance with vehicle repairs while traveling.
- Report maintenance needs of passenger vans to vehicle owner (University Transportation Services, rental agency or private party) following use.
- Pre-plan route through familiarization with maps.
- Allow no luggage, equipment or persons to be transported on the roof of a 15 passenger van.
- Ensure that 15 passenger van load (including passengers) is placed as far forward as possible.
- Ensure that 15 passenger van load capacity is not exceeded.
- Appoint a "co-pilot" for late night driving (10 p.m. – 6 a.m.). Co-pilot is a person who agrees to be awake, alert and interactive with driver during this time period.
- Not drive for more than 10 consecutive hours nor for more than 10 hours spread over a total of 15 consecutive hours.
- Not drive for more than 10 hours in any 24 hour period unless 8 consecutive hours off duty have elapsed. Off duty means no work of any kind, this includes coaching, teaching, leading a field trip, attending a conference, etc. Generally, off duty time means resting and/or sleeping.

Supervisors – All University employees supervising/assigning employees to drive fifteen passenger vans on University business shall comply with “California State University Use of University and Private Vehicles Policies and Procedures”:

- Ensure that the driver has completed all University requirements to drive 15 passenger vans on University Business.
- Ensure that employees assigned to drive and using privately owned vehicles have certified on Std. Form 261 or equivalent:
 - a. Compliance with the insurance requirements of the State of California for operation of a motor vehicle.
 - b. The motor vehicle is adequate for the work to be performed.
 - c. The motor vehicle is equipped with safety belts in operating condition.
 - d. The motor vehicle is in safe mechanical condition as required by law.
- Maintain record of Std. Form 261 for one year, update annually as needed.
- Ensure that the driver completes the Std. Form 270 or do so for the employee if they are unable in case of a vehicle accident and submit the form to Risk Management.
- Investigate each vehicle accident promptly and thoroughly.
- Prepare a supervisor’s report of state driver accident, Std. Form 274, or equivalent report.
- Initiate any appropriate corrective action, verbal or written, and record corrective action taken in University personnel records
- Forward completed Std. Form 274 to Risk Management within 10 working days of a vehicle accident.
- Ensure that driver’s who are injured in vehicle accidents submit report of work related injury to Human Resources within 24 hours.

In addition, all supervisors of drivers of fifteen passenger vans for Cal Poly shall:

- Ensure that employees regularly assigned to drive passenger vans on University business have included in their position description the driving of passenger vans and are appropriately advised of risks as well as trained regarding safety in assigned activities.
- Ensure that employees assigned to drive passenger vans on University business have completed the University requirements and received written approval from Risk Management.

Passengers:

- Wear seat belts.
- Sit only in recognized seats (with seat belts if available) while vehicle is traveling.
- No smoking, no alcoholic beverages.
- No dogs (except seeing eye or service dogs accompanying a passenger).
- Submit a report of work related injury and/or traffic accident to your supervisor within 24 hours.