

Appendix B

California Polytechnic State University San Luis Obispo FIFTEEN PASSENGER VAN PROCEDURES Revision Date: 10/01/2022

PROCEDURE STATEMENT

Use of multiple passenger vehicles can provide economical transportation for University programs, such as: academic field trips, athletic teams, activities and ridesharing 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.

DRIVER REQUIREMENTS

All persons driving 15-passenger vans on University business shall comply with both the “California State University Use of University and Private Vehicles Policies and Procedures” and “Cal Poly San Luis Obispo’s Driver Safety Policy and Procedures”. At a minimum, drivers must:

- Be employed by the University in State funded pay status or in Job Class Code 0050 (Volunteer Employees must be registered through HR by submitting the Volunteer Verification Form).
- Be at least 19 years of age and have had a license for a minimum of 3 years.
- Complete the required DGS Van Driver Training.
- Complete and submit the Request to Operate a Vehicle on University Business Application, along with:
 - Copy of the Driver’s License.
 - Certificate of Completed Training for Defensive Driver Training.
 - Certificate of Completed Training for Van Driver Training.
 - If the driver has a non-California driver’s license, a copy of their current driving record.
 - Volunteer Verification form (executed by both the driver and state supervisor).
- Present a valid Medical Certificate
 - Class B license is required by the University to drive fifteen passenger vans.
 - University Vanpool drivers are only required to present a valid California Driver’s License and a current Class B medical certificate.
- Provide written certification:

- 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 24 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.
 - Not operate any vehicle faster than posted speed limits.
 - No hitchhikers.

VEHICLE ACCIDENTS

- 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), and submit to Risk Management within 48 hours of the accident.
- Submit a Report of Vehicle Accident (STD 270) to Risk Management within 48 hours of the accident.
- Submit a Supervisor's Report of State Vehicle Accident (STD 274) to Risk Management within 48 hours of the accident.
- Submit a report of any work-related injury to your supervisor within 24 hours, or notify Worker's Comp.

VEHICLES

- Personal Vehicles: when using a personal vehicle, driver must provide written certification and authorization on form STD 261:
 - Compliance with the insurance requirements of the State of California for operation of a motor vehicle.
 - The motor vehicle is adequate for the work to be performed.
 - The motor vehicle is equipped with safety belts in operating condition.
 - The motor vehicle is in safe mechanical condition as required by law.

- Rental Vehicles: the rental of fifteen passenger vans is **prohibited** per CSU and Cal Poly guidelines.

DRIVER COMPLIANCE

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

- Complete University approved Driver's Safety Training prior to driving fifteen passenger vans and every three years thereafter of employment and assignment including the driving of fifteen passenger vans (including ride-share drivers).
- Complete the DGS Van Driver Training prior to driving fifteen passenger vans and every three years thereafter of employment and assignment including the driving of fifteen passenger vans (including ride-share drivers).
- Receive written approval from Risk Management to drive fifteen passenger vans prior to operating a 15-passenger van on University business.
- Operate fifteen passenger vans in accordance with the DGS Van Driver Training.
- Perform pre-driving inspection of fifteen passenger vans prior to each operation.
- Report identified safety needs of passenger vans to vehicle owner (Fleet Services, or private party) prior to use.
- Contact vehicle owner (Fleet Services or private party) for assistance with vehicle repairs while traveling.
- Report maintenance needs of passenger vans to vehicle owner (Fleet Services or private party) following use.
- Pre-plan trip route through familiarization with maps.
- Allow no luggage, equipment, or persons to be transported on the roof of a 15-passenger van.
- Ensure that fifteen passenger van load (including passengers) is placed as forward as possible.
- Ensure that fifteen 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 driver for more than ten consecutive hours nor more than 10 hours spread over a total of fifteen consecutive hours.
- Not drive for more than 10 hours in any 24-hour period unless eight consecutive hours of 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 both the “California State University Use of University and Private Vehicles Policies and Procedures” and “Cal Poly San Luis Obispo’s Driver Safety Policy and Procedures.” Supervisors will:

- Ensure that the driver has completed all University requirements to drive fifteen passenger vans on University business.
- Ensure that employees assigned to drive and using privately owned vehicles have certified to form STD 261:
 - Compliance with the insurance requirements of the State of California for operation of a motor vehicle.
 - The motor vehicle is adequate for the work to be performed.
 - The motor vehicle is equipped with safety belts in operating condition.
 - The motor vehicle is in safe mechanical condition as required by law.
- Maintain record of form STD 261 for one year, update annually as needed.
- Ensure that the driver completes form STD 270 or do so from 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 274.
- Initiate any appropriate corrective action, verbal or written, and record corrective action taken in University personnel records.
- Forward completed STD 274 to Risk Management within 48 hours of a vehicle accident.
- Ensure that driver’s who are injured in vehicle accidents submit a Report of Work-Related Injury to Worker’s Compensation within 24 hours.
- 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

- Are required to wear seat belts while vehicle is being operated.
- Sit only in recognized seats with seatbelts while vehicle is being operated.
- 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.