



Bowling Green State University Van Driver Safety Procedure

INTRODUCTION

These guidelines pertain to any leased, owned or rented passenger vans designed to carry eight or more passengers when used in conjunction with university sponsored field trips, athletic events and educational related travel.

SECTION I - TRANSPORT OF ADULT PASSENGERS

The following conditions apply to faculty, staff, students and volunteers when using the vans to transport fellow staff, students or other passenger's age 18 or older.

LOAD RESTRICTIONS

Fifteen-passenger vans are restricted to a maximum of 10 people due to an increased propensity for rollover when fully loaded; otherwise occupancy is limited to the number of seatbelts available.

DRIVER QUALIFICATIONS/RESPONSIBILITIES

The driver must be at least 19 years of age and the holder of a valid driver's license for at least two years.

Older, more experienced drivers should be considered when available.

The driver must meet the insurance criteria outlined in Section V.

SAFETY MEASURES

The conditions imposed upon drivers and administrators outlined in Section III are to be closely followed.

SECTION II – TRANSPORT OF MINOR PASSENGERS – GRADE 12 & UNDER

The following conditions apply to the transport of elementary school and high school students in grade 12 or lower for university educational enrichment programs.

AGE RESTRICTIONS

Vans may be used to transport minors in grades K- 12 to travel within a 100-mile radius of the University.

Occupants under age 13 must be seated in the back if the vehicle is equipped with a passenger side air bag.

LOAD RESTRICTIONS

Fifteen passenger vans are restricted to a maximum of 10 people due to an increased propensity for rollover when fully loaded; otherwise occupancy is limited to the number of seatbelts available.

DRIVER QUALIFICATIONS/RESPONSIBILITIES

When transporting minors, the driver must be at least 25 years old, an employee of the university and the holder of a valid driver's license for at least six years.

The driver must meet the university's insurance criteria outlined in Section V.

SAFETY MEASURES

The conditions imposed upon drivers and administrators outlined in Section III are to be closely followed. In addition to the foregoing, the hauling of trailers or cargo is prohibited.

ALTERNATE MODES OF TRANSPORTATION FOR LONGER TRIPS

For trips beyond a 100-mile radius of the university, school busses meeting State and Federal regulations for transporting children are recommended. University shuttle busses and charter busses can also be used. The university's standard legal liability waiver is required in all instances.

SECTION III – OBLIGATIONS IMPOSED ON DRIVERS AND UNIVERSITY ADMINISTRATORS

The following conditions apply to Section I – Transport of Adult Passengers and Section II – Transport of Minor Passengers Grade 12 & Under.

The Driver/Administrator Understands:

University vehicles are to be used only in conjunction with university-sponsored activities.

Talking on a cell phone or engaging in other distracting activities such as eating or taking notes while transporting passengers in a university van is prohibited.

The driver and occupants are required to wear seatbelts at all times. Violation of this requirement may be considered as contributory negligence or tortuous conduct if it contributed to the harm of the individual and may be used to diminish recovery of compensatory damages in a civil action.

The driver will complete the Motor Vehicle Record Statement Form authorizing the university to run a check of their driving record to determine if they meet insurance eligibility standards.

All applicable traffic laws, ordinances and regulations must be obeyed and the driver must assume responsibility for any and all fines or traffic violations associated with his/her use of a university vehicle.

No person is to drive under the influence of alcohol or drugs including prescribed medications that could impair driving ability or cause drowsiness.

No person is permitted to drive unless approved by risk management.

No unauthorized passengers such as hitchhikers, family or friends are to be transported in the vehicle.

The vehicle must be turned off, locked and the keys removed, anytime it is left unattended.

All vehicle occupants with the exception of faculty/staff are required to sign the BGSU waiver of liability form. If the occupant is under age 18, a parent or legal guardian must sign

A navigator should be assigned for long trips. The navigator must stay awake while on duty. The entire driver/navigator team should be replaced every few hours.

A qualified driver must be on board for each 400 miles of driving.

No driver should operate the vehicle for more than eight hours in a 24-hour period.

A 10-minute break should be taken for every two hours of driving.

A physical inspection of the vehicle should be performed to check tires, wipers, lights and other equipment for observable defects before leaving the parking area. If your vehicle has an emergency road kit, it should also be checked.

Any accidents must be immediately reported to transportation services and risk management.

Any change in driving status that places the driver outside the university's driving qualifications must be reported to risk management. Examples include more than the allowed number of points or suspension or revocation of a license.

Travel between the hours of Midnight and 6:00 a.m. is discouraged. If late night travel is anticipated alternative modes of transportation should be considered. Van travel should be postponed if there is bad weather or the budget is inadequate to provide for overnight accommodations when needed.

The hauling of trailers or external cargo is prohibited unless it is essential to fulfillment of the academic mission in which case only compact trailers 4' x. 8' or smaller can be used.

No items are to be placed on the roof of the vehicle.

All van drivers transporting passengers must complete the internet-based training explained in Section IV.

SECTION IV – VAN DRIVER TRAINING

Each van driver will complete the internet-based training developed specifically for passenger van travel offered through risk management. A score of 85% or greater is needed on each of the two training modules to successfully pass the course. The training takes approximately one-half hour to complete.

To enroll, confirmation of the trainee's name, e-mail address, location, and phone number is needed. Once this information is entered into the system, e-mail confirmation is sent to the trainee with a unique user name and password for the training. Verification of the training by account administrators is necessary before the van is released. A copy of the training certificate will serve as proof of successful completion. Training may be repeated at any time however it is not necessary to complete the training more than once.

SECTION V – DRIVER INSURABILITY REQUIREMENTS

All drivers must meet the insurability standards mutually set between the University and it's insurance provider. The risk management department determines driver insurability by reviewing a three-year abstract of the persons driving record. Violations that may affect insurability are:

- Losing a drivers license
- Driving under the influence of alcohol or drugs
- Operating a vehicle during a period of suspension or revocation
- Using a vehicle in the commission of a felony
- Reckless operation
- Drag racing
- Committing a hit & run
- Excess points due to many violations

Completion of the Motor Vehicle Record Statement Form is necessary determine driver insurability.

OTHER RISK MANAGEMENT POLICIES RELATING TO DRIVING

Motor Vehicle and Driver Safety Procedure

Field Trip Procedures

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