

VEHICLE USE AND VAN DRIVER SAFETY POLICY

University vehicles include all fleet vehicles owned or leased by the university, as well as any vehicles purchased, leased, or rented by the university and assigned to individual employees or departments for their use.

I. Driver and University Administrator Responsibilities • University vehicles are to be used only in conjunction with university sponsored activities.

- Talking on cell phone or texting while driving are prohibited.
- The driver and occupants are required to wear seatbelts at all times.
- Drivers of university-owned vehicles must submit a request with Risk Management authorizing the university to run a check of their driving record to determine if they meet the University's accepted criteria in order to drive.
- No person is permitted to drive university-owned vehicles unless approved by Risk Management.
- 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 unauthorized passengers are to be transported in the vehicle.

- The vehicle must be turned off, locked and the keys removed, anytime it is left unattended.
- Liability waivers should be signed for optional trips. Guidelines for waiver use can be found on the Risk Management website under Liability Release Waiver.
- 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 separate 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 2 hours of driving.
- 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.
- 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 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.

II. Driver Approval Guidelines

All drivers of university-owned vehicles must meet the insurability standards mutually set between the University and its insurance provider. To apply for approval, complete the online Driving Application form found on the Risk Management webpage.

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 driver's license
- Disqualifying violations such as OVI/DUI
- Operating a vehicle during a period of suspension or revocation
- Using a vehicle in the commission of a felony
- Reckless operation
- Hit and run accident
- Too many violation points

III. 12- and 15- Passenger Vans

This policy pertains to any leased, owned or rented passenger vans designed to carry eight (8) or more passengers when used in conjunction with university travel.

Load Restrictions

- 12- and 15-passenger vans are restricted to a 10 person occupancy limit, including the driver. Occupancy in smaller vans is limited to the number of seatbelts available.
- 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.

Van Driver Training

- All van drivers transporting passengers must complete the web-based van driver training.
- Each van driver will complete the web-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 30 minutes to complete.

- To enroll, select the 15 passenger van option on the online Driving Application form. An email confirmation will be sent to the trainee with a unique user name and password for the training. 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.

Transport of Adult Passengers - Vans

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

- The minimum age to rent vans at Enterprise is 21 years of age.
- Older, more experienced drivers should be considered when available.
- Student organizations are restricted from driving or riding in 12- or 15- passenger vans per the Student Organization Travel Policy.

Transport of Minor Passengers – Grade 12 and under

- Vans may be used to transport minors in grades K- 12 within a 20-mile radius of the University.
- Occupants in the front passenger seat must be at least 14 years of age if the vehicle is equipped with a passenger-side air bag.
- Drivers of vans transporting minors must be employed by Bowling Green State University, at least 25 years of age, and the holder of a valid driver’s license for at least six years.
- For trips beyond a 20-mile radius of the university, school busses meeting state and federal regulations for transporting children are recommended. The university’s standard legal liability waiver is required in all instances.

15-Passenger Van Retirement

Effective 11/1/2015, BGSU will no longer allow the purchase of 15 Passenger (long wheel base) Vans. Existing 15-Passenger vans will remain in the fleet through their useful life, and will not be replaced once retired.

- Vans purchased after 11/1/2015 must meet the following guidelines:
- 12-passenger maximum model (Approximate 135" wheelbase max)
- Electronic stability control
- Rear view camera
- Collision warning technology (if available)
- Proper hitch configuration if towing