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## Policy on Usage of 15-Passenger Vans

Purpose: The purpose of this statement is to set forth University policy with regard to the usage of 15-passenger vans for transportation of University employees and/or students.

### I. Preamble

It is recognized that a 15-passenger van (hereinafter "Van" or "Vans") will often be the most effective means of transportation for certain activities and events involving University employees and/or students. This policy statement is intended to implement uniform standards of usage in an effort to maximize the safety of those utilizing the Van.

### II. Policy Statement

A. All Van usage must be in compliance with applicable municipal, state and federal requirements.

B. Van drivers must be full-time or part-time employees of the University or have an appointment

as a graduate assistant. Undergraduate students may not be van drivers. (An exception is

granted for on-campus use and trips less than 25 miles from the University main campus).

C. Prior to driving a van beyond the actual streets of the City of Pittsburg, drivers must complete a

National Safety Council class on Van Driving and Safety offered through University Police and Parking Services.

D. No driver should operate a Van more than ten hours in any twenty-four hour period. The Van

driver must take a mandatory thirty minute rest break every four hours. Trips requiring more

than 10 hours driving time to reach a point of destination will require overnight lodging.

E. The Van driver will be personally responsible for any and all traffic or parking citations, tickets or

finances received while operating a Van.

F. All occupants of the Van must use a seat belt at all times of operation.

G. No van will be used to transport or carry more than twelve passengers (including the driver) at

any one time.

H. No luggage may be stored on top of a Van.

- I. No usage of cell phones by the driver is permitted while operating the van.
- J. This policy is applicable to the usage of all Vans, whether owned, rented or leased by the University.

### III. Effective Date

This policy will become effective immediately.

Approved: Tom W. Bryant, President

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**Pittsburg State University**