

**UNIVERSITY OF SOUTH ALABAMA
POLICY AND PROCEDURE
12 AND 15 PASSENGER VANS**

EFFECTIVE MARCH 1, 2015

This policy and procedure pertains to 12 and 15-passenger vans owned and operated by the University of South Alabama and has been prepared due to the risks associated with these vehicles. Studies by The National Safety Administration indicate that 12 and 15-passenger vans have an increased propensity to rollover as the number of passengers or load increases.

12 and 15-passenger vans are manufactured to truck standards, with the end use intended for the hauling of cargo. 12 and 15-passenger vans can be considered a basic cargo van that has rows of bench seats bolted onto the floor.

The following Policy and Procedure for 12 and 15-passenger vans has been developed to promote safety and protect the University and its students, faculty, and staff against injuries and financial loss.

POLICY AND PROCEDURE FOR 10 AND 15-PASSENGER VANS

I. REPLACEMENT OF 12 AND 15-PASSENGER VANS

Departments must replace their 12 and 15-passenger vans used for transporting passengers with alternative forms of transportation when it is time to purchase new or replacement vehicles. Type A Mini-Buses are designed for transportation of passengers, come with many safety features, and are strongly recommended. Seven (7) passenger vans may also be considered. These buses and mini-vans can be purchased on state contract or specifications can be submitted for bidding. The University of South Alabama Purchasing Department should be contacted to assist with this transaction.

II. SAFETY REQUIREMENTS FOR 12 AND 15-PASSENGER

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passenger vans and is offered at various times by the Office of Safety and Environmental Compliance. All operators must complete this training program before operating a 12 or 15-

IV RENTAL OF 12 AND 15-PASSENGER VANS

- a. Transportation of passengers should be contracted to commercial operators when possible/practical.
- b. Departments must not rent 12 and 15-passenger vans for the purpose of transporting passengers for distances greater than a ten (10) mile radius, or drive on interstate highways.
- c. Safety precautions described in section II must be followed.

V PERMISSIVE USE OF 12 AND 15-PASSENGER VANS

- a. Transportation of Cargo: Departments that utilize 12 and 15-passenger vans exclusively to transport cargo may continue to utilize the vans for this purpose only except as allowed in IV b.
- b. Transportation of Passengers: Safety precautions described in section II must be followed.

All accidents involving any vehicle owned, leased, hired, or borrowed by the University of South Alabama must be reported immediately to the immediate supervisor, local law enforcement authority and Risk Management (251) 460-6232.