

LARGE PASSENGER VAN POLICY

REVISED SEPTEMBER 29, 2011

1. This policy applies to operation of state owned or leased large passenger vans.
2. "Large passenger vans" means motor vehicles designed or intended to carry more than 10 but less than 16 occupants, hereafter referred to as "LP vans".
3. Operation of LP vans is limited to authorized persons who currently have a valid driver's license and:
 - Have not been convicted of any criminal driving offense within the last three years;
 - Have not had any driving violations resulting in assignment of six or more points within the last three years; and
 - Have completed a State Fleet approved van driver safety program. (Certain exceptions may apply. See Implementation guidance for details). A van driver safety program means a program that includes both classroom and behind the wheel components. The behind the wheel component is to require driving the vehicle loaded to rated capacity with passengers or simulated passengers distributed as passengers would be seated.
4. All occupants of LP vans must use seat belts at all times when the vehicle is in motion.
5. Drivers of LP vans shall not use a phone while the vehicle is in motion. Radios used for dispatch are permitted.
6. Drivers of LP vans shall not exceed posted speed limits and must exercise care required and reduce speed accordingly when conditions dictate.
7. Drivers of LP vans are limited to 10 consecutive hours and 14 total hours of operation in any given 24 hr period. Drivers who operate for 10 consecutive hours must be given at least 8 consecutive hours off duty before resuming driving. For trips requiring more than 10 consecutive or 14 total hours of operation in any given 24 hr period, 2 or more qualified LP van drivers are required to provide adequate relief. In addition to limits on hours of operation, user entities need to be concerned about the danger of having people that may be emotionally and/or physically exhausted from an event being required to immediately drive back to home station, usually at night, and often into the early morning hours. Therefore, when LP vans are used to transport athletic teams, no participant shall drive for more than two hours on the return trip. Participants are defined as the head coach and assistant head coach and players who were active in the official event. The non participant restriction applies to the return trip only and then only if the trip has a duration of longer than 2 hours. In addition, the non participant restriction shall not apply to driving that takes place between sunrise and an hour after sunset. Return trips shall be scheduled so that arrival

at home station is no later than 2 a.m. This provision is not intended to prevent completion of a trip that was unexpectedly delayed or slowed en route.

8. State Fleet Services Policy, as stated in the Policy Manual, applies to LP van operation. If there is duplication or conflict between this policy and the Policy Manual, the stricter standard will apply to LP van operation.

IMPLEMENTATION

Implementation will be as follows:

Agencies and universities are to identify LP van drivers and arrange for them to be trained as set forth below.

1. All LP van drivers are required to complete the classroom component. User agencies may exempt certain individuals from the behind the wheel component. These include Commercial Drivers License (CDL) holders, those with experience driving LP vans carrying at least 11 passengers and casual or occasional drivers that may move empty vehicles about one time only or from time to time.
2. The classroom component is to be completed first and the behind-the-wheel component second.
3. The classroom component will be web-based training. Agencies and universities are to arrange for computer access for the selected individuals. Cost for the license to use the web based course for the classroom component will be paid by State Fleet. Agencies/universities are responsible for monitoring their own drivers and ensuring compliance with this policy. State Fleet will establish and maintain review capability and will review compliance from time to time.
4. The behind the wheel component will be a course per State Fleet direction. In the event that an approved course is unavailable, the behind-the-wheel component may be satisfied with an on street and highway drive with an experienced LP van driver. The driver must demonstrate the ability to maneuver in city and highway traffic, making proper left- and right-hand turns, lane changes, and include a demonstration of the ability to properly park and back the LP van. The cost of LP van use in completion of the BTW component will be paid by user agencies and institutions.
5. Incidental costs, such as transporting students to training sites, will be borne by user agencies and universities.
6. POC for questions regarding this policy is State Fleet Risk Manager, at 328-1472. Email to rrstephens@nd.gov.