

Palm Beach State College

12 – 15 Passenger Van Procedures

These procedures pertain to 12-15 passenger vans operated by employees of Palm Beach State College and have been prepared due to the risks associated with these vehicles. These vans are manufactured to truck standards, with the end use intended for the hauling of cargo. Vans carrying 12-15 passengers can be considered cargo vans with rows of bench seats bolted to the floor.

Studies by the National Traffic Safety Administration indicate that these vans have an increased propensity to roll over during evasive maneuvers and as the number of passengers increases. The following procedures have been developed to prevent injuries, promote safety and minimize financial loss.

- **Florida Statute 1006.22:** Indirectly prohibits transport via a 12-15 passenger van of students attending public preschools, primary and secondary schools in Florida.
- **Operators:** Only employees of Palm Beach State College, excluding student workers, may operate 12-15 passenger vans.
- **Professional Behavior:** All drivers are expected to conduct themselves in a professional manner at all times while on College business.
- **Driver License:** All vehicle operators must have a current, valid Florida State driver license. The license must be validated by the Office of Human Resources or by the Safety and Risk Office. A Motor Vehicle Report (MVR) should be obtained for van operators who regularly transport students.
- **Driver Training:** All operators must complete specialized training prior to operating a 12-15 passenger van. This training is offered through the Transportation Coordinators in the Office of Athletics and must be completed prior to initial operation, as well as every three years thereafter.
- **Cellular Telephones:** Cellular telephones may not be used while operating a vehicle.
- **Number of Occupants:** The number of occupants is limited to the appropriate number for each vehicle. At no time is the occupancy level to exceed the appropriate number, nor should the total weight of passengers and cargo exceed the manufacturer's load limit.
- **Seat Belts/Shoulder Harnesses:** Seat belts and other occupant restraint devices must be worn at all times by drivers and all passengers. Malfunctioning or damaged seat belts must be repaired or replaced before using the vehicle.
- **Vehicle Operation:** The vehicle must be operated in accordance with all traffic laws, ordinances and regulations. Operators should not drive if drowsy or under the influence of any substance.
- **Limit Driving Time:** All operators should take frequent breaks from driving and at least every two hours. Additional qualified drivers should be available for trips longer than eight hours or arrangements should be made for an overnight stay.