

Sample 15 – Passenger Van Safety Policy

(Should be reviewed and signed off by Legal Council prior to implementation)

Purpose:

The purpose of this policy statement is to establish the (organizations name) standards for the safe operations of 15 – passenger vans used for the transportation of the (organizations) employees, members, students, etc.

Preamble:

It is recognized that in some instances that 15 – passenger vans will often be the most effective means of transportation for certain activities and events involving (the organizations) employees, members, students, etc.

This policy statement is intended to establish and implement uniform standards in an effort to maximize the safety of those using 15 – passenger vans as a mode of transportation.

Policy Statement:

- All van usage must be in compliance with municipal, state, and federal requirements.
- All van drivers must be a minimum of 21 years of age.
- All van drivers must have previously operated a 15- passenger van a minimum of six months.
- All van drivers must have an acceptable Motor Vehicle Report (MVR) based on a predetermined point system, which is checked on an annual basis.

We recommend the following minimum standards:

- At least 65 percent of all MVRs are “clear;”
- No MVRs with major conviction; and
- No new driver is hired with a “borderline” or “poor” MVR.

To assist you in evaluating individual MVRs, we have developed the following table and Definitions.

Number of Violations	Number of At-Fault Accidents (last 3 years)		
	0	1	2
3			
0	Clear	Acceptable	Borderline
Poor			
1	Acceptable	Acceptable	Borderline
Poor			
2	Acceptable	Borderline	Poor
Poor			
3	Borderline	Poor	Poor
Poor			
4	Poor	Poor	Poor
Poor			

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Acceptable “MVR” – No more than 2 minor violations; OR 1 at-fault accident in last 3 years;
OR no more than a combination of 1 minor violation and 1 at-fault accident in last 3 years.

Borderline “MVR” – 3 minor violations; OR 2 at-fault accidents in last three years; OR any combination of minor violations and at-fault accidents in last 3 years totaling 3 occurrences.

Poor “MVR” – 1 or more major convictions in last 5 years; OR 4 or more minor violations; OR 3 or more at-fault accidents in the last 3 years; OR any combination of minor violations and at fault accidents totaling 4 or more occurrences.

At-Fault Accident – Any accident where the driver is cited with a violation or negligently contributes to the incident or any single vehicle accident where the cause is not equipment related.

Major Violations:

- Driving under the influence of alcohol/drugs
- Failure to stop/report an accident
- Reckless driving/speeding contest
- Driving while impaired
- Making a false accident report
- Homicide, manslaughter or assault arising out of the use of a vehicle
- Driving while license is suspended/revoked
- Careless driving
- Attempting to elude a peace officer

Minor Violations: Any moving violation other than a major except:

- Motor vehicle equipment, load or size requirement
 - Improper/failure to display license plates (if they exist)
 - Failure to sign or display registration
 - Failure to have driver’s license in possession (if valid license exists)
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- All vans are not overloaded (passengers and luggage). (15 – Passenger vans with 10 or more occupants have a rollover rate in single vehicle crashes that is nearly three times the rate of those that are lightly loaded.)
 - All vans tire pressure is checked on a weekly basis at a minimum. Tire pressure should be maintained at manufacturers’ specifications.
 - All van drivers require all occupants to wear seat belts or the appropriate child restraints.

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- All van drivers should be thoroughly trained on the placement of passengers and cargo. Passengers and cargo placed forward of the rear axle and nothing loaded on the roof e.g. luggage.
- All van drivers should be trained in the areas of speed and road conditions. (The risk of a rollover accident increases at speeds over 50 miles per hour and on curved roads)

A records retention standard should be developed on all activities related to this policy, including but not limited to the above.

SAMPLE