

Safety and Operation of 15-Passenger Vans

Driver Requirements

Driving large vans requires skill and experience from the operator with little or no margin of error. The following is required to drive a 15-passenger van for the College.

License Check and Review: Applicants must complete the Driver's Record Request Form and submit it to the Emergency Management & Safety Services Department. EMSS will conduct the license check. Any of the following will disqualify an employee from driving a College vehicle:

- A current suspension, revocation, denial, or cancellation of your license; or
- Conviction of any six-point violation in the past 36 months; or
- Conviction for an alcohol or drug-related offense within the past 24 months, or being convicted for these offenses more than once.

Training: Drivers must participate in a driver training program approved by the College. Additional training may be required by departments if special skills are required (e.g. pulling a trailer). Training programs can be scheduled by contacting the approved Safety Officer.

Operational Requirements: All vehicle occupants must use seat belts. On long trips, the number of approved drivers should match the expected trip duration to prevent driver fatigue and inattention.

1. All 15-passenger van drivers must be employees of the College and have successfully completed driver training through the appropriate van driver trainer course offered. (If under 21 and an LCC employee, you may be required to pick up or deliver equipment and have no more than one passenger.)
2. Seatbelts must be worn by all occupants in the van at all times.
3. The number of passengers will be limited to no more than seats available. When there is less than a full van, passengers must sit forward.
4. No driver should operate the vehicle for more than ten hours in a 24-hour period.
5. No items are to be placed on the roof of a 15-passenger van.
6. No cellular phone usage is permitted by the driver while operating a 15-passenger van. If the driver must use a cell phone, he/she must pull off the road safely and use the four way flasher lights while stopped. Passengers must remain in the van during the stop.
7. No eating while driving a 15-passenger van.
8. Travel between the hours of midnight and 6:00 a.m. is discouraged. If you must travel in a 15-passenger van during these times, a navigator in the front passenger seat must be assigned who has successfully completed the van driver training. The navigator must remain awake while on duty.
9. The hauling of trailers is permitted, but external cargo is prohibited. Specific training tailored to hauling trailers must be completed. When possible, small compact trailers of 4'x 8' or smaller should be used.
10. Any internal cargo that is placed in the van (luggage, equipment, etc.) is not to be loaded above the top of the seat level.

Lansing Community College
VEHICLE USE AGREEMENT

As a driver of a College vehicle owned, rented, or leased for official College business and/or student activities, I agree to abide by the College policies and procedures including the following:

I certify that:

1. I have a driver's license that is valid in Michigan.
2. I am at least 21. (If under 21, my position requires me to drive as a condition of employment.)
3. If I will be driving a 15-passenger van, that I have a valid CDL (Commercial Driver License) or have attended a van driver training course presented or approved by the College Safety Officer within the past year. See Safety and Operation of 15-Passenger Vans.
4. I will not permit any unauthorized person to drive the vehicle.
5. I will not permit any unauthorized passengers in the vehicle (only LCC employees, persons cooperating in LCC projects or programs, and students participating in authorized trips are permitted).
6. I will use a seat belt or other available occupant restraint and require all passengers to also use occupant restraints in accordance with State law, and not operate the vehicle unless all occupants are wearing the appropriate restraints.
7. I will operate the vehicle in accordance with College policies and procedures and know and observe all applicable traffic laws, ordinances, regulations, and will avoid confrontational behavior while driving.
8. I understand that I will be responsible for all traffic violations and fines resulting from my use of a College vehicle.
9. I will not allow drugs and/or open containers of alcohol in the vehicle. I will not drive under the influence of alcohol and/or drugs. (Exception: Non-drowsy OTC and prescription medications are acceptable if my driving ability is not impaired.) Medications that impair my driving ability are not acceptable.
10. I will not use a cell phone or other personal device that may distract me while driving.
11. I will not exceed the speed limit or drive the vehicle at speeds that are unsafe for road conditions.
12. I will be well rested. I will not drive more than a total of 10 hours per day, and understand it is recommended that periods of uninterrupted driving not exceed 2 hours, separated by at least 15 minute breaks.
13. I will not drive the vehicle "off road" unless it is designed and intended for that use.
14. I will turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
15. Before leaving the parking area or garage, I will inspect the vehicle for safety concerns, checking the tires, wipers, lights, and other safety equipment for observable defects. I will report any defects immediately to the Emergency Management & Safety Services Department to determine if the vehicle is safe to operate.
16. I will immediately report all accidents, property damage, or violations to the Police & Public Safety Department and the Risk Manager.

17. I will immediately report to the Safety Officer and my supervisor any change in my driving status that places me outside the College's driving qualifications. These include:
- a. A current suspension, revocation, denial or cancellation of your license; or
 - b. Conviction or accumulation of convictions totaling six-points in the past 36 months; or
 - c. Conviction for an alcohol or drug-related offense within the past 24 months or being convicted for these offenses more than once.
18. As a College employee, I understand I am subject to all applicable College disciplinary procedures for violations of College policies and procedures.
19. Unless previously authorized, employees may not take College vehicles home.
20. College vehicles are not to be used for personal business.
21. Failure to adhere to these procedures may result in disciplinary action.

By signing below, I certify the foregoing is true and correct. I understand that misrepresentations or omissions may be cause for disciplinary action, up to and including dismissal.

Name of Employee (Please Print)

Driver's License Number

Signature of Employee

Safety Officer

Date