



## 12.60 Van Management

### 12.60.10

May 1, 2007

### Van purchase, use and rental

#### 12.60.10.a

Refer to Subsection 12.10.30 for definitions of vans as referred to in this section.

Selection of the electronic stability control (ESC) option is required for new purchases of all vans described in Subsection 12.10.30, if not already a standard manufacturer feature.

#### 12.60.10.b

#### **15-Passenger full size van purchase.**

1. As of the effective date of this policy, agencies are restricted from purchasing or acquiring new 15-passenger full size vans for **passenger transport** purposes. These vans are commonly referred to as "15-passenger vans."

**Exception:** Van pool programs operated and insured by local government transit authorities may continue to purchase 15-passenger full size vans for passenger transport purposes.

2. Agencies may purchase or acquire new 15-passenger full size vans if used exclusively for cargo or maintenance purposes.

#### 12.60.10.c

#### **12-Passenger full size van purchase.**

Agencies are authorized to purchase or acquire 12-passenger full size vans as defined in Subsection 12.10.30 for passenger transport purposes.

#### 12.60.10.d

#### **Mini-van purchase.**

Agencies are authorized to purchase or acquire mini-vans as defined in Subsection 12.10.30 for passenger transport purposes.

#### 12.60.10.e

#### **Cargo full size van purchase.**

Agencies are authorized to purchase or acquire cargo full size vans configured for cargo or maintenance use as defined in Subsection 12.10.30.

12.60.10.f **Alternative passenger transport vehicle purchase.**

Agencies are authorized to purchase or acquire alternative vehicles, such as small busses, for the transport of passengers. Refer to Subsection 12.60.10.g regarding passenger transport of non-college enrolled high school and younger children.

**Note:** Washington State Department of Licensing (DOL) rules require that all vehicles designed to transport 16 or more persons (including the driver) require a commercial driver's license (CDL). Refer to the DOL's website at: <http://www.dol.wa.gov/driverslicense/cdl.html>.

12.60.10.g **Van use.**

1. **Transportation of non-college enrolled high school and younger children.** Agencies are restricted from transporting non-college enrolled high school or younger student passengers in 15 or 12-passenger full size vans, or specialty vehicles not meeting state and federal school bus standards. Non-college enrolled high school and younger children may be transported in mini-vans or sedans.
2. State driver policies in Subsections 12.20.15 and 12.20.20, and Section 12.30 apply to all van drivers. All van and driver policies in Subsection 12.60.30 apply to full size van use.

12.60.10.h **Van rental/lease restrictions.**

1. As of the effective date of this policy, agencies are restricted from contracting for the rental of 15-passenger full size vans for passenger transport purposes regardless of their availability from the rental vendor.
2. Agencies are authorized to rent/lease 12-passenger full size vans, cargo vans, and mini-vans from rental vendors. Rented/leased vans are subject to the van use restrictions/requirements noted in Subsection 12.60.10.g.

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**12.60.20**

May 1, 2007

**15-Passenger full size van phase-out**

- 12.60.20.a Agencies are strongly encouraged to phase-out 15-passenger full size vans used for **passenger transport** purposes. One phase-out option is to convert 15-passenger full size van use from passenger to cargo or maintenance.
- 12.60.20.b The recommended phase-out period for 15-passenger full size vans used for **passenger transport** purposes is five years from the original date of purchase or acquisition.
- 12.60.20.c Agencies are required to remove rear seats and reduce passengers by five or more for all 15-passenger full size vans used for **passenger transport** purposes.
- Note:** Driver and training requirement policies in Subsection 12.60.30 apply to 15 and 12-passenger full size vans and cargo or maintenance vans.
- 12.60.20.d All vans are to be maintained and inspected as required in Subsection 12.20.40.a.

**12.60.30**

May 1, 2007

**Full size van and van driver requirements**

12.60.30.a

**Driver safety awareness.**

The National Highway Traffic Safety Administration (NHTSA) publications indicated below are required to be placed and maintained in a conspicuous spot in each state owned 15 and 12-passenger full size van as well as in all rental 12-passenger and cargo full size vans:

1. “Reducing The Risk of Rollover Crashes in 15-Passenger Vans” – **Hangtag.**
2. “Reducing The Risk of Rollover Crashes in 15-Passenger Vans” – **Flyer.**

Refer to the NHTSA website for the latest version of these documents at:  
<http://www.nhtsa.gov>.

**Note:** The Office of Financial Management’s (OFM) Risk Management Division (RMD) provides a sticker version of the above NHTSA document that fits passenger van visors for agency owned vehicles. The sticker can be requested by contacting RMD at (360) 902-7303, or e-mail requests to:  
[ofm.risk.management@ofm.wa.gov](mailto:ofm.risk.management@ofm.wa.gov).

12.60.30.b

**Required documents for driver and manager/supervisor signature.**

1. Agencies are required to have all 15 and 12-passenger full size van and cargo van drivers sign the following documents *at the time of their initial van driving assignment*. Managers/supervisors must also sign the documents under the manager/supervisor responsibilities checklist section.
  - 15 and 12-Passenger Full Size Van Driver - Valid License to Drive and Driving Experience Statement.
  - 15 and 12-Passenger Full Size Van Driver - Safe Driving Practices Acknowledgement Statement.
2. Agencies are required to maintain the above documents in appropriate agency files.

**Note:** It is recommended the two documents be printed on one page back to back.



**State of Washington  
15 AND 12-PASSENGER FULL SIZE VAN DRIVER  
VALID LICENSE TO DRIVE AND DRIVING EXPERIENCE STATEMENT**

*Driver refers to employees, student-employees, students, and volunteers operating 15 or 12-passenger full size vans under the direction of a state agency, university, or community/technical college.*

In an effort to promote safe driving practices for the protection of state employees, students, and the citizens and drivers in Washington State, all 15 and 12-passenger full size van drivers are required to sign this statement verifying: (1) they possess a license that is valid under Washington State law that is current and reflects information consistent with the applicable state licensing department records; (2) they have minimum two years of experience driving motor vehicles; (3) their Washington State (or out-of-state) driving record is free of violations (as described below) that restricts 15 or 12-passenger full size van driving assignments; and (4) they agree to advise the appropriate supervisor or manager by the next business day if their *legal* status to drive changes.

**Manager/Supervisor Responsibilities Checklist**

- Complete License Check/Verification:** Visually check to ensure everyone assigned or authorized by the agency to drive 15 or 12-passenger full size vans has in their possession and can present to you a license that is valid under Washington State law. A visual check will include verification that: (1) license has not expired and (2) picture matches person.
- Have Employee Answer Questions Below and Sign:** After verification of a *valid* license, have potential 15 or 12-passenger full size van driver answer the questions below and verify the accuracy of their responses by signing at the bottom of the form. **Note:** Drivers who mark "no/don't agree" in any box below, shall not be considered for 15 or 12-passenger full size van driver assignments. The above process and completion of this form can be repeated when a potential driver can verify by signature "yes/agree" responses to the questions below.
- Provide Education/Training:** Provide agency designated full size van-15 and full size van-12 education or training prior to the initial 15 or 12-passenger full size van driving assignment.
- Provide Documentation:** Maintain a copy of this completed form in appropriate agency files.

*Completion of Items 1-4*

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

**15 and 12-Passenger Full Size Van Driver Responsibilities**

*Anyone authorized to drive a 15 or 12-passenger full size van for a state agency, university or community/technical college is required to fill out the form below by placing a check in the box indicating their response to each statement, and signing and dating to verify responses in the space provided at the bottom of this form.*

I have a license that is <u>valid</u> under Washington State law that is current and reflects information consistent with the applicable state licensing department records.	Yes	No
I have at least two years of experience driving motor vehicles.	Yes	No
My DOL drivers record is free of all the excluding driving criteria listed below.	Yes	No
As a condition of driving a state-owned 15 or 12-passenger full size van, I agree to inform my supervisor by the next business day if my status to legally drive changes at any time I am assigned to drive a 15 or 12-passenger full size van.	Agree	Don't Agree
<b><u>Criteria for Restricting a Driver from Driving 15 or 12-Passenger Full Size Vans</u></b>		
<i>Within the past three (3) years, any suspension/revocation of license for reckless driving, hit and run, leaving an accident scene, failure to appear, DUI, or other vehicle-related felony; or for multiple traffic offenses (4 moving violations/infractions in 12 months/5 moving violations/infractions in 24 months) resulting in a Conditional Status driving record or subsequent suspension/revocation of license, or 6 or more moving violations within a 12-month period resulting in license suspension.</i>		

Driver's Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Driver's Signature \_\_\_\_\_ Agency/Section \_\_\_\_\_



**State of Washington**  
**15 AND 12-PASSENGER FULL SIZE VAN DRIVER**  
**SAFE DRIVING PRACTICES ACKNOWLEDGEMENT STATEMENT**

Driver refers to employees, student-employees, students, and volunteers operating 15 or 12-passenger full size vans under the direction of a state agency, university, or community/technical college. All 15 or 12-passenger full size vans drivers are required to complete this form prior to initial operation of the van. A copy of the signed form will be maintained on file with the agency, and a copy provided to the driver.

**Risks Associated with Operating 15 or 12-Passenger Full Size Vans**

1. The National Highway Traffic Safety Administration's (NHTSA) safety advisory recommends that drivers insist all occupants wear safety belts at all times. Drivers should verbally remind van passengers that safety belts are to be properly used until the vehicle is stopped and legally parked, RCW 46.61.688 also requires vehicle occupant safety belt use.
2. Drivers should visually check passenger safety belt use, and during transit, stop and legally park the van if made aware of passenger safety belt non-use.
3. 15-passenger full size vans have a rollover risk similar to other light trucks and vans. Prior NHTSA research has shown that 15-passenger vans have a rollover risk that increases dramatically as the number of occupants increases from fewer than five to more than ten. 12-passenger full size vans, while having less total passenger seating capacity, still require special handling knowledge for safe operation of the vehicle.
4. The weight of the van, particularly when fully occupied, causes the center of gravity to shift rearward and upward increasing the likelihood of rollover.
5. The shift in the center of gravity will also increase the potential for loss of control in panic maneuvers.
6. The weight of the van when fully occupied requires additional stopping distance, an especially important factor in rain, fog, or other difficult driving situations caused by weather conditions.
7. The width of the van allows for less lane room.
8. The length of the van increases distance needed for making turns, changing lanes, and braking.
9. General maintenance of the vehicle, including proper tire pressure is important to safety, and can be referenced in the vehicle owner's manual.

**BASIC DRIVING PRACTICES FOR SAFE VAN OPERATION**

- Driving at posted or lower speeds.
- Adjusting to lower speeds for special conditions such as: rain, snow, fog, wind, and any other condition impacting visibility, stopping distance or general safe handling of the vehicle.
- Minimizing potential driver distraction by using cell phone or other electronic devices ONLY when the van is safely stopped or asking passengers to assist with calls for emergency situations.
- Properly loading passengers and equipment, and never placing equipment/luggage on the top of passenger vans.
- Minimizing driver fatigue on long trips by one or more of the following: driving rested, taking appropriate breaks, or sharing driving with authorized drivers. Follow agency policies on travel time restrictions.
- Not drive while under the influence of intoxicating beverages, drugs, or any other impairing substances as advised by health professionals.

I have read and understand potential risks involved while operating 15 or 12-passenger full size vans.	(Initial) _____
I am aware the handling characteristics of 15 or 12-passenger full size vans may change dramatically, especially when fully loaded.	(Initial) _____
I understand extra caution is required when operating 15 or 12-passenger full size vans, including reduced speeds.	(Initial) _____
I understand van driver/passenger safety belt use is required and will remind passenger and visually check for belt use. I will stop and legally park the van if made aware of passenger non-use during transit.	(initial) _____

Driver's Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Driver's Signature \_\_\_\_\_ Agency/Section \_\_\_\_\_

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**12.60.40**

July 1, 2008

**Required safety education or training for drivers of full size vans**

12.60.40.a

Agencies are required to provide employees, students, and volunteers with safety education information or training prior to their initial operation of state owned or commercially rented/leased 15 or 12-passenger full size van or cargo van.

12.60.40.b

**Safety education information provided must include:**

1. The NHTSA web address for van safety:  
<http://www.nhtsa.gov/cars/problems/studies/15PassVans/15PassCustomer.html> or <http://www.safercar.gov>
2. Review of NHTSA's posted document, "Reducing the Risk of Rollover Crashes in 15-Passenger Vans."
3. Review of NHTSA's Hangtag and Flyer for 15-passenger vans.
4. Review of the Fleet Safety section in the *Risk Management Basics Manual* available on the OFM RMD website at <http://www.ofm.wa.gov/rmd/publications>; or equivalent agency developed information.
5. Review of policies in Sections 12.30 and 12.60 or equivalent agency-specific policies or information pertaining to these sections.

12.60.40.c

**Training for 15 and 12-passenger full size van and cargo van drivers.**

Length of training, training curriculum, training method, type of training materials (or audio-visuals) used is at agency discretion. Agencies may supplement the requirements above as desired. Examples of training topics that agencies may choose to address include, but are not limited to:

- Pre-trip planning and travel routes.
- Travel time restrictions.
- Travel during weather conditions (snow, ice, wind, etc.).
- Gear or cargo storage.
- Maintenance including tire pressure.
- Head light use.
- Cell phone or other electronic equipment use.
- Seat belt use.

- 12.60.40.d Training is to be documented by the agency and the documentation maintained in appropriate agency files.
- 12.60.40.e Renewal training must be provided every two years. Renewal training should consist of a review of initial training information with updates as appropriate.
- 12.60.40.f Renewal training must be documented and the documentation maintained in appropriate agency files.