CF:60:F:008B
UNIVERSITY DRIVER POLICY ADDENDUM

Policy

ADMINISTRATIVE OFFICE: Chief Financial Officer

MAINTAINED BY: Chief Financial Officer

APPROVED: November 12, 2015

LARGE PASSENGER VAN USE

The following recommendations from the National Highway Traffic Safety Administration (NHTSA) and Automobile Club of America (AAA) have been adopted by Vanguard University for the safety of all its drivers and passengers of large passenger vehicles. Vanguard University considers a large passenger van to be any vehicle with a capacity for twelve or more people. Actual occupancy does not affect the following stipulations, which are to be followed at all times.

- **CRASH PREVENTION TECHNOLOGY**
  - 15 passenger vans must have electronic stability control (ESC) systems. (Models produced prior to 2004 likely do not have this crash prevention technology installed.)

- **TIRE PRESSURE**
  - Maintain correct tire pressure.
  - Check that tread is not worn down.
  - Tires must never be used more than ten years.

- **TIRE SPARES**
  - Avoid using old spares when replacing worn tires as even unused tires weaken with age.

- **DRIVER**
  - Only drivers 21 years of age or older and active automobile insurance, and who are approved drivers of Vanguard University may drive a large passenger van.
  - Drivers of 15 passenger vans are required to have a valid Commercial B driver's license with Passenger Vehicle endorsement (per California law).
  - Large passenger vans require more time (distance) to accelerate, turn and stop.
  - Steering and braking maneuvers at highway speeds must be performed gradually and smoothly to minimize large weight shifts that can lead to loss of control.

- **DRIVER ATTENTION**
  - Driver must take the time to be aware of any blind spots in the front and sides of the vehicle before departing.
  - Driver must be well-rested and attentive to driving at all times.
  - Driver cell phone use is strictly prohibited.
  - Driver should limit conversation with other passengers.
  - Drive time is limited to eight hours per 24-hour period for any one driver.

- **SPEED**
  - 15 passenger vans do not respond well to abrupt steering maneuvers and require additional braking time.

- **OCCUPANCY**
  - There may never be more than 12 people riding in a 12-passenger van, or 15 people riding in a 15-passenger van.
  - When the van is not full, passengers should sit in seats that are in front of the rear axle.

- **CARGO**
  - Cargo should be placed forward of the rear axle and placing loads on the roof should be avoided.
  - Do not tow anything behind a large passenger van.
  - See the vehicle owner's manual for maximum weight of passengers and cargo, and avoid overloading the van.

- **SEAT BELTS**
  - All occupants must wear seat belts at all times.
  - Inspect seat belts to ensure none are broken or damaged.

Note:
According to The New York Times' article titled "Federal Regulators Warn of 15-Passenger Van Rollover Danger" written by Cheryl Jensen and published April 15, 2013, NHTSA found that in 15-passenger van rollover crashes, about 80 percent of occupants killed between 2003 and 2007 were not wearing seatbelts. The article further noted that NHTSA warns to never overload these vans; to make sure the driver is experienced in operating them; to check that tires are properly inflated and not worn; and to always wear safety belts.

HISTORY

(v1) This addendum was approved by the administration on November 12, 2015 for immediate implementation; and accompanies the University Driver Policy (CF:60:F:008)