



Category:  
Facility Management / Safety

Responsible Office:  
[University Life](#)

**Policy Title:**  
Passenger Vans

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5601

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October 29, 2002

This policy item applies to:  
State-Operated Campuses

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## Summary

This policy governs the operation of state-owned and leased passenger vans used by campuses of the State University of New York (University).

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## Policy

### **I. Required Provisions for the Assignment of Any Passenger Vans (Capacity less than 16 passengers) on Campuses.**

Individuals submitting requests or applying to use any van must meet the following criteria:

- A. applicant must be at least 18 years of age and have a valid U.S. driver's license;
  - 1. students, under specified conditions, may operate state owned or leased vans:
    - a. if it is not feasible to use another driver;
    - b. a designated campus staff person appoints each student driver; and,
    - c. a staff member must accompany the transport of students for the approved purposes.
- B. applicant must have the appropriate class of driver's license to operate the vehicle;
- C. applicant must agree to participate in the NYS Department of Motor Vehicle License Event Notification Service (LENS) program (Appendix A) and sign a [Driver's Privacy Protection Act](#) release form (campuses must develop policies and procedures related to the use of LENS information);

E. applicant must sign a certifying statement that s/he does not have a physical/medical condition that would impair her/his ability to operate a vehicle;

F. applicant must agree to abide by all appropriate laws (Vehicle and Traffic, Department of Transportation, etc.);

G. applicant must agree that no items will be:

1. transported on the roof of the van; or
2. towed by any trailer, unless the applicant is specifically trained to do so.

H. the University reserves the right to deny a person the privilege to operate a State owned/leased van in cases, when such denial is in the best interests of the University. An applicant who is at least 18 years of age and holds a valid U.S. driver's license may also be denied the use of a van if s/he has been:

1. convicted of any violation involving the use of alcohol or drinking or drugs while operating a motor vehicle during the past 36 month period;
2. convicted of more than three moving Vehicle and Traffic Law violations during the past 12-month period;
3. has, during the past 24-month period, been involved in two or more accidents that resulted in a conviction from violating a provision of the vehicle and traffic law that contributed to an accident;
4. convicted of reckless driving in the past 36-month period;
5. convicted of leaving the scene of an accident or failure to report an accident during the past 36-month period;
6. convicted of vehicular assault; or,
7. convicted of vehicular manslaughter.

## **II. Required Activities Prior to the Operation of Any Assigned Passenger Van.**

When assigned a passenger van an individual must:

- A. inspect vehicle prior to operation;
- B. ensure that the number of occupants does not exceed capacity of the vehicle;
- C. ensure that all occupants are wearing seatbelts at all time;
- D. ensure that no alcohol is allowed in vehicle; and,
- E. ensure that the amount of time a driver spends behind the wheel is not excessive.

## **III. Required Provisions for Operation of Vans with 15-Passenger Capacity.**

Fifteen-passenger vehicles, regardless of the number of occupants or load, are significantly different in size, weight and handling characteristics and require additional restrictions. The following requirements are in addition to those provisions outlined in sections I and II:

- A. applicant must participate in and pass a driver training program that includes both classroom instruction and hands-on, behind the wheel experience regarding:
  1. established defensive driving techniques;

2. the impact on the vehicle's operation and propensity to roll over when the number of passengers is increased; and
3. the types of maneuvers that are likely to initiate a van roll-over.

B. campuses must develop a tracking system that documents and records individuals trained and eligible to drive 15-passenger vans.

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## Definitions

There are no definitions relevant to this policy.

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## Other Related Information

[Rollover – 60 Minutes II Story on Van Rollovers](#)

[Rollover Video – National Highway Traffic Administration](#)

[Advisory on 15-Passenger Van Propensity to Rollover](#)

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## Procedures

There are no procedures relevant to this policy.

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## Forms

[Driver's Privacy Protection Act](#)

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## Authority

Memorandum to Presidents on "State Owned/Operated Van Safety Guidelines and Training," dated October 29, 2002.

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## History

Memorandum to presidents from the office of the vice chancellor and chief operating officer, dated October 29, 2002 issued State Owned/Operated Van Safety Guidelines and Training.

A memorandum from University counsel and vice chancellor for legal affairs, dated January 28, 2002 reiterating the policies on operation of passenger vans either by students or employees after a 2001 research note published by the National Highway Traffic Safety Administration (NHTSA) entitled "Roll Over Propensity of Fifteen-Passenger Vans."

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## Appendices

[Appendix A](#) - License Event Notification System Program

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