
TITLE:	Use of College Vans
NUMBER:	1125
AUTHORIZED BY PRESIDENT:	09/18/02

Based upon the cautionary warning issued by the Washington Office of Risk Management on June 24, 2002, this procedure implements the two key recommendations of the National Highway Traffic Safety Administration (NHTSA) for increasing the safety of operating 15-passenger vans. The NHTSA key recommendations are: (1) operation of these vans by trained, experienced drivers; and (2) insistence that all occupants wear seat belts at all times.

PROCEDURE

The Dean for Administrative Services is responsible for developing the WCC training for van drivers, scheduling the training workshops each quarter, training facilitators to conduct ongoing workshops, and certifying drivers have satisfactorily completed the van training. The Dean for Administrative Services will not certify drivers with an unsafe driving history or a pattern of speeding violations.

The Student Programs Office is responsible for scheduling the vans and certifying that van drivers have met the following requirements:

- ◆ 21 years or older
- ◆ WCC employee or registered as a volunteer driver
- ◆ Satisfactorily complete the WCC training for van drivers
- ◆ Annually provide driving record information
- ◆ Provide proof of private car insurance coverage

The Student Programs Office is also responsible for regularly inspecting the vans to ensure that there are necessary (operable) lights and mirrors, adequate tire tread, and that the breaks and steering are in good working condition.

Van drivers are responsible for:

- ◆ Submitting the travel authorization form and list of passengers to the Student Programs Office prior to departure
- ◆ Verifying that the safety equipment, chains, and spare tire and jack are in the vehicle
- ◆ Following the posted NHTSA guidelines for reducing the roll-over risk
- ◆ Making sure all passengers are wearing seat belts and doors are properly locked
- ◆ Getting assistance and notifying authorities in the case of injuries or damage to property from the operation of the van
- ◆ Filling up the tank with gas prior to returning the keys, completing the mileage form, and reporting any mechanical problems to the Student Programs Office

