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15-Passenger Van Use

Authority: Vice Chancellor for Finance and Administration

History

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Related Policies and Regulations

- [POL 01 92a Vehicle Use](#)
- [POL 07.45.01 - Misuse of State Property Policy](#)

Additional References

- [National Highway Traffic Safety Administration](#)
- [NHTSA 15-Passenger Vans](#)
- [NHTSA 15-Passenger Van Safety](#)
- [UNCP Vehicle Procedures](#)
- [UNCP Vehicle Request](#)
- [UNCP Motor Pool Contact Us](#)
- [Van Safety Quiz](#)
- [Avoiding Large Passenger Van Rollover Accidents - Video](#)
- Van Authorization Form
- Van Safety Checklist

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1. INTRODUCTION:

1.1 The purpose of this regulation is to ensure the safety of everyone using and occupying high occupancy vehicles, reduce the risks, loss, and liability involved in 15-passenger van use, and prevent harm to UNCP property, faculty, staff, students, and the public by reducing the likelihood of accidents. This regulation applies to faculty, staff, student employees and contract employees operating any University owned, leased and/or rented 15-passenger vans.

1.2 The National Highway Traffic Safety Administration has issued an advisory stating that 15 passenger vans have a high "rollover" risk when fully loaded. Studies have shown that they are three (3) times more likely to rollover when carrying ten (10) or more passengers, or with baggage being stored above seat level; both of which cause the vehicle's center of gravity to be raised, thereby increasing the risk of rollover. It has been advised that only experienced drivers be allowed to operate these full-sized vans, especially in other than ideal circumstances.

2. REGULATION:

2.1 It is recognized that a 15-passenger van will often be the most effective means of transportation for certain activities and events involving University employees and/or students.

This regulation statement is intended to implement uniform standards of usage in an effort to maximize the safety of those utilizing the van.

3. DRIVER REQUIREMENT

3.1. Only trained, certified, and authorized University of North Carolina at Pembroke (UNCP) faculty, staff, student employees and contract employees will be allowed to operate 15-passenger vans.

3.2 Only current UNCP employees may operate 15-passenger vans.

3.3 The minimum age of an eligible driver is 19 and each driver must possess a valid driver's license.

3.4 Each driver must have a minimum of three years driving experience, (i.e., must have held a valid drivers' license for 3 consecutive years prior to operating a UNCP owned or operated 15-Passenger van.)

3.5 All drivers will be subject to a Motor Vehicle Record (MVR) check, dated no more than one year before the date of the scheduled van use. In North Carolina, individuals may visit the Department of Motor Vehicle office and request forms which must be sent to Raleigh. A fee may be applicable. If that individual is otherwise qualified to operate a 15-passenger van, he/she may do so prior to receipt of MVR. UNCP cannot guarantee receipt of an MVR from all states, so some applicants may have to acquire an MVR for themselves.

3.6 The MVR must contain no violations or traffic stops related to alcohol or drugs.

3.7 Each driver must successfully complete the following requirements:

3.7.1 The University's 15-Passenger Van certification training program (to include a road test) prior to operating the vehicle.

3.8 Training will include, but may not be limited to:

3.8.1 Reviewing the 15-Passenger Van Regulation and successfully passing an online test per this regulation;

3.8.2 Viewing the [Avoiding Large Passenger Van Rollover Accident Video](#) and passing the quiz (print results);

3.8.3 Completing the van certification authorization form; and

3.8.4 Successfully completing the University road test with an authorized road tester from the Facilities motor pool. The road test will be conducted with the driver using a 15-passenger vans in order to assess the driving ability for that specific type of vehicle.

3.9 Show proof of insurance coverage. Proof of liability, property damage insurance would be required should the driver of the vehicle prove to be negligent and at fault in the event of an accident, (i.e., accidents that may occur while vehicle is being used for personal or non-university use.)

3.10 All 15-passenger van drivers should review and familiarize themselves with this regulation annually.

3.11 Any driver who was previously approved to drive a 15-passenger van for the university (prior to the first revision of this regulation) is considered to be grandfathered in and will not need to complete this training. In the event that they are involved in any accident while operating a 15-passenger van, this provision is revoked, and they will be required to complete training prior to being allowed to operate another 15-passenger van for the university.

4. DRIVERS' RESPONSIBILITIES

4.1. Drivers are responsible for limiting occupants and cargo weight, inspecting the vehicle prior to leaving the parking site and monitoring the vehicle for proper operation.

4.2 The last row of seats on university-owned 15-passenger vans must be removed, and occupants must be limited to ten (10), not counting the driver. You must further reduce occupants by 1 for every 150 lbs. of luggage/cargo. If the proposed number of passengers exceeds the allowable limit for one van a second vehicle may have to be considered. On rented or leased vehicles, the last seat must not be used, and occupancy limits must not be exceeded.

4.3 Any known defects on the van must be corrected prior to departure. Training will be provided on how and what to inspect and a checklist will also be provided to assist drivers. Inspect the vehicle for obvious vehicle/equipment defects (including missing safety equipment) prior to departure and report any defects to Motor Pool, the owning department manager, or the leasing company for leased vehicles.

4.4 All equipment and luggage carried must be secured in a safe manner to prevent it from moving around the vehicle while it is in motion. Loose items should be stored in containers and the containers secured in place.

4.5 Trailers and roof-mounted loads are prohibited. Vehicles must not be overloaded. Check the owner's manual for vehicle load requirements.

4.6 Tires should be properly inflated based on the load carried and must also be in good condition.

4.7 Vehicle headlights must be turned on when driving.

4.8 Drivers must not drive a vehicle that is not operating properly.

5. VAN RULES

5.1 The vans are to be used only for university approved functions and not for personal activities or errands. No other driver is allowed to operate the vehicle other than those assigned to the van for the date scheduled.

5.2 Drivers and all occupants must wear a seatbelt at all times while the vehicle is in motion.

5.3 Drivers should take a break and rest from driving at least 15 minutes every two hours.

5.4 Total driving time must not exceed 12 hours per day, regardless of the number of drivers. Extensive driving may cause the driver to become inattentive or sleepy due to fatigue.

5.5 University vehicles must not be operated later than 2:00 a.m., except where the trip (a) is solely to return to a home base and (b) the return trip is 5 hours or less in duration.

5.6 No animals or pets may occupy a university owned or operated van except for ADA approved service animals.

5.7 The possession of alcoholic beverages, firearms, or illegal drugs is prohibited inside the van(s).

5.8 Driving, operating, using, or occupying a university owned or operated van by anyone who has consumed or ingested any amount of alcohol, any controlled or illegal substance (except for prescribed medications which do not cause drowsiness) is strictly prohibited.

5.9 Drivers are prohibited from operating a UNCP University vehicle if too tired or ill. Drivers will not operate a vehicle while under the influence of alcohol and/or drugs (including over the counter or prescription drugs that may cause drowsiness or that recommend not operating vehicles).

5.10 The use of tobacco in any form is prohibited inside the van(s).

5.11 Attaching a trailer hitch to the van(s) or pulling any type of trailer for any reason is strictly prohibited.

5.12 The driver of the vehicle must announce to the van passengers before starting the vehicle that all occupants are required to put on their seat belts.

5.13 The driver of the van must obey all local and state traffic rules, laws, and regulations at all times. UNCP University will not be responsible for any moving violations or parking citations received by the driver.

5.14 Drivers are prohibited from picking up hitchhikers or giving rides to strangers.

5.15 The vans will be locked when unoccupied.

5.16 The parking brake will be set each time the van(s) is parked.

5.17 Overloading or overcrowding the vehicle(s) is prohibited.

5.18 Unauthorized equipment is not to be added to the van(s), including removable equipment such as radio equipment, radar detectors, etc. Additionally, unauthorized structural modifications to the van(s) will not be made in any form whatsoever.

5.19 No items may be transported on the roof of the van, including luggage.

5.20 Van equipment (spare tire, jack, road hazard equipment, etc.) that is missing upon the van's return will be charged to the reserving department.

5.21 Experience driving 15-passenger vans is strongly recommended. Whenever possible, drivers should be experienced adults (approved team/group personnel).

5.22 At no time will the total number of occupants exceed eleven, including the driver.

6. ACCIDENTS

6.1. In the event of an accident involving a university owned or operated van, several requirements must be met. These requirements are:

6.1.1.2 Have a police report made on the accident. Get the Accident Number and Reporting Officer's name.

6.1.1.3 Obtain the names of other drivers involved, how they can be reached, and their insurance information.

6.1.1.4 At the time of the accident, call the University Police office at 910-521-6235 and the sponsoring department.

6.1.1.5 Share the information on the insurance card, which is located in the pocket of the center console of the van, with the other people involved in the accident. Make sure the insurance card remains in its proper place at all other times.

6.1.1.6 Write down everything you can remember about the accident, including the names and phone numbers of all the van occupants.

6.1.1.7 Upon returning to UNCP, deliver all the above information to the University Police and Motor Pool (if applicable) as soon as possible.

6.1.1.8 The owning/reserving department will be responsible for payment of the insurance deductible amount.

6.1.1.9 Failure to comply with the accident portion of the van regulation may result in the reserving employee and/or department losing van reservation and use privileges.

7. MOTOR POOL RESPONSIBILITIES

7.1 Motor Pool is responsible for maintaining the vans in a safe operating condition. Mechanical failures on non-departmental owned vans requiring emergency repair during the trip will be paid for by Motor Pool. Repairs to department owned vans will be the responsibility of the owning department. An emergency mechanical failure is any failure that causes the vehicle to be unsafe or impossible to operate. Service of the AC unit is not considered a mechanical failure.

8. DEPARTMENT RESERVING THE VEHICLE RESPONSIBILITIES

8.1 The department owning or reserving the vehicle is responsible for finding drivers who are eligible to drive the van(s). Reserving departments should contact the Motor Pool to determine if their drivers are on the certified driver list no less than one month in advance of their trip. They are also responsible for payment (if required) of an MVR check for all driver applicants, and any fines or fees incurred with Motor Pool for failure to follow the 15-passenger van regulation.

Owning departments shall ensure that all drivers have completed all training, follow the requirements of this regulation, and that Facilities Operations has a copy of a current MVR for all drivers.

9. DEPARTMENT RESPONSIBILITIES FOR DEPARTMENT OWNED VANS

9.1 Each department is responsible for maintaining department owned vans in a safe operating condition. Mechanical failures requiring emergency repair during the trip will be paid for by the owning department. An emergency mechanical failure is any failure that causes the vehicle to be unsafe or impossible to operate. Service of the AC unit is not considered a mechanical failure.