
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Campus Operations
AREA: EHS & Risk Management

15-Passenger Vans	MAPP 02.04.14
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I. POLICY

- A. The goal of this policy is to ensure the safe travel of Lamar University (LU) students, faculty, staff, and guests to and from LU events and activities as well as events and activities in which LU students, faculty, staff, and guests have received University approval to participate. The National Highway Traffic Safety Administration (NHTSA) has determined that rollover crash risks are greatly increased with 10 or more people riding in a 15-passenger van. This policy provides minimum safety requirements for driving 15-passenger vans owned, rented, leased, or borrowed by LU personnel.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of all applicable federal and state laws, statutes, rules, and regulations, including, but not limited to, the following: the Texas State University System (TSUS) Rules and Regulations; TSUS Driver Authorization Policy; Texas Education Code, Title 3, Higher Education; Texas Administrative Code, Title 19, Education; and Texas Transportation Code.

III. GENERAL

- A. All drivers must meet the requirements stated in the TSUS Driver Authorization Policy under Driver Qualifications and 15-Passenger Van Operations.
- B. When leasing or renting 15-passenger vans to be used for transporting passengers, equipment, or towing, all requirements of this policy as well as any requirements of the rental or leasing contract must be met.
- C. All owned and borrowed 15-passenger vans must be on the University's vehicle insurance policy. Rented or leased vans must have insurance as part of the rental or lease agreement. If 15-passenger vans are leased from a vendor that does not offer insurance, the van must be added to the University vehicle insurance policy for the term of the rental contract.

IV. ACCIDENT REPORTING

- A. All accidents involving any vehicle owned, leased, hired, or borrowed by LU should be reported immediately to the direct supervisor of the employee responsible for the trip, local law enforcement authority, and the LU Office of EHS & Risk Management.

- V. **SAFETY REQUIREMENTS FOR 15-PASSENGER VANS.** Departments utilizing 15-passenger vans must enforce the following requirements or utilize alternative forms of transportation:
- A. Experienced Drivers – Drivers of 15-passenger vans must be at least the age of 25. No student may drive 15-passenger vans, including student athletes.
 - B. Training – All operators of 15-passenger vans are required to participate in training arranged by the LU Office of EHS & Risk Management. Training courses will need to be scheduled well in advance. Any costs will be the responsibility of the driver’s department.
 - C. Tire Inspection – Prior to each trip, the tires must be inspected to assure they are properly inflated and not worn. Maintenance, repair, or replacement of tires must be carried out prior to any trip if the inspection shows any issues.
 - D. Cellphones – The van driver shall not use a cellphone while operating a vehicle, including hands-free operation.
 - E. Number of Occupants – The number of occupants in a 15-passenger van shall not exceed ten people, including the driver.
 - F. LU-owned 15-passenger vans will have the back seats removed.
 - G. Seat Belts Three-Points – Seat belts and other occupant restraint devices shall always be worn by all occupants. Any malfunctioning seat belts shall be repaired or replaced immediately.
 - H. Trips exceeding 350 miles or six hours one-way must include two qualified, trained, and University-approved drivers per van.
 - I. Limit Driving Time – All operators should take a 15-minute break every two hours and not drive between the hours of 10 p.m. and 5 a.m. The maximum number of hours an operator can drive in a 24-hour period is 10 hours.
 - J. Documentation – A Journey Management Plan must be completed for each trip using a 15-passenger van. The plan template is found on the EHS & Risk Management website.
 - K. Excessive Loading – Drivers and all passengers traveling in 15-passenger vans must refrain from excessive loading of the vehicle. Equipment and baggage shall not be piled higher than seat level, and cargo weight and distribution should comply with the manufacturer’s guidelines in the owner’s manual.
 - L. Towing is prohibited.
 - M. Anytime a 15-passenger van is operated, all passengers must sit as far forward in the vehicle as possible in front of the rear axle and in an arrangement to distribute the load. Any cargo carried inside the vehicle must be positioned as far forward as practicable. When possible, cargo should be positioned forward of the rear axle.
 - N. Using the roof or exterior of these vehicles to carry loads of any kind is prohibited.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Operations Officer

Review Schedule: Every three years on or before September 1

VII. APPROVAL

Dr. Robert H. Wagner 09/09/2022
 Chief Operations Officer Date

Dr. Jaime R. Taylor 09/16/2022
 President Date

REVISION LOG

Revision Number	Date	Description of Changes
1	09/02/2022	Version created.
	09/16/2022	Version approved by President.