



## **OBJECTIVE**

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To ensure that university owned and operated vehicles provide for the safety and well-being of its students, faculty, and staff.

## **POLICY**

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Applies to: University departments who own or lease 15 passenger vans; any person operating a 15 passenger van

Issued: 03/2007

Edited: 10/2008

The university intends to discontinue use of 15 passenger vans. This will be accomplished by March 2013 through a phased approach.

## **PROCEDURE**

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Applies to: University departments who own or lease 15 passenger vans; any person operating a 15 passenger van

Issued: 03/2007

Edited: 10/2008

### **I. Timetable**

#### **A. Effective March 1, 2007 15 passenger vans will:**

1. Not be purchased, leased (including renewal of current leases) or accepted as gift vehicles.
2. Not be used for towing.
3. Not be used to transport more than 12 passengers.
4. Be retrofitted with a stabilizer, if possible.
5. Have cargo loaded according to specifications; roof loading is prohibited.
6. Have tires checked for appropriate pressure before each use.

#### **B. Effective on or before March 2010, 15 passenger vans will not be used to transport passengers.**



- C. Effective on or before March 2013, 15 passenger vans will not be used for cargo, and the university will no longer own or operate 15 passenger vans.

II. Driver Qualifications and Training

- A. At a minimum, all drivers of 15 passenger vans:
1. Must have a valid United States or Canadian driver's license.
  2. Must have at least three years of driving experience.
  3. Must not have more than a cumulative total of four points on their driving record or any DUI/DWI convictions within the past 36 months.
  4. Must have received assessment and training coordinated by Transportation & Parking Services.
- B. Driving records are reviewed annually by Transportation & Parking Services to ensure that all driver qualifications are met.
- C. Documentation related to driver qualifications is retained by Transportation & Parking Services.

III. Cost Allocation

Direct costs incurred by Transportation & Parking Services for the administration of this policy will be allocated on a per van basis to the department that owns or leases the vehicle.

**RESOURCES**

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Ohio State, [Transportation & Parking Services](#), 614-292-9341