



Passenger Van Policy	
Responsible Official: VP for Business and Finance	Responsible Office: Division of Business and Finance

### Policy Purpose

The purpose of this policy is to establish the safe use and operation of university owned, or rented, borrowed, or leased 12-passenger or 15-passenger vans.

### Policy Statement

All drivers who operate a university owned, or a rented, borrowed, or leased 12-passenger or 15-passenger van must comply with all State of Tennessee laws, the laws of other jurisdictions in which the vehicle is operated, and university policies, procedures, rules, and instructions.

All ETSU employees and approved student drivers of an ETSU owned 12-passenger or 15-passenger van must

- Be at least 21 years of age
- Possess a valid drivers' license
- Successfully complete the FLI Learning Systems, Inc. course provided by Environmental Health and Safety and pass the associated exam
- Follow the posted speed limit
- Adhere to state vehicle laws
- Ensure that they are well rested and attentive
- Always slow down if the roads are wet or icy
- Exercise care and driving techniques that allow for safe adjustments to the handling characteristics specific to loaded 15-passenger vans

All drivers of 12-passenger and 15-passenger vans owned by Enterprise Rent-a-Car must be at least 25 years of age.

Drivers must:

- Perform an inspection of the 12-passenger or 15-passenger van prior to operation per the FLI training. University owned, or rented, borrowed, or leased vehicles are not to be operated if there are mechanical or equipment concerns which affect the safe operation of the vehicle.
- Ensure that all seat belts are in place and operational.
- Ensure they have current state insurance information in the van.
- Not operate a van with luggage or other items placed above the bottom of any window frame in the vehicle. All luggage will be stored in the rear luggage area. No luggage will be placed in the passenger or driver's area. No luggage will be placed on the roof of the vehicle.

All employees and passengers in an ETSU owned or a rented, borrowed, or leased 12-passenger or 15-passenger van must wear a seat belt.

Maximum occupants for:

- 12-passenger vans: 12 including the driver
- 15-passenger vans: 15 including the driver

The Tennessee Board of Education “prohibits use of a 15-passenger van to transport students to and from school or a school-related activity.” Minors may be transported in the vans, but not in conjunction with a primary or secondary school (such as University School).

Only university owned and approved trailers may be towed by a 12-passenger or 15-passenger van.

All department heads, directors, assistant directors, associate directors, or supervisors who are responsible for ETSU owned 12-passenger and 15-passenger vans must have their vans inspected by Free Service Tire Company every 12 months. The full vehicle safety inspection must be requested. Inspection documentation must be sent to [vansafety@etsu.edu](mailto:vansafety@etsu.edu) on an annual basis.

It is the responsibility of the Purchasing Department to notify the Environmental Health & Safety Office (439-6028) of any purchase of new 12-passenger or 15-passenger vans.

#### Definitions

N/A

#### Policy History

Effective Date:

Revision Date:

#### Procedure (s) Procedure History

Effective Date:

Revision Date:

#### Related Form(s)

#### Scope and Applicability

Check those that apply to this policy and identify proposed sub-category.

	Governance	
	Academic	
	Students	
	Employment	

	Information Technology	
X	Environmental Health and Safety	
X	Business and Finance	
X	Facilities and Operations	
	Communications & Marketing	
	Advancement	