



Passenger Van Policy	
Responsible Official: <b>Chief Operations Officer</b>	Responsible Office: <b>Facilities Management</b>

### Policy Purpose

The purpose of this policy is to specify the safe operation of East Tennessee State University (ETSU) owned, rented, borrowed, or leased passenger vans (ETSU passenger vans).

### Policy Statement

- I. ETSU Passenger Van Operators are chosen by ETSU Departments. It is the responsibility of ETSU Departments to ensure ETSU Passenger Van Operators are at least 21 years of age and possess a valid driver's license. All occupants must use seat belts.
- II. All ETSU passenger vans must be operated in compliance with all Tennessee traffic and motor laws, with the traffic and motor laws of any other state wherein an ETSU passenger van is operated, and with all applicable ETSU policies, procedures, rules, and instructions.
- III. All ETSU Passenger Van Operators must take the [online passenger van safety training course](#) provided by the Office of Environmental Health and Safety (EHS) and pass the associated exam. Operators possessing a valid Commercial Drivers License (CDL) are exempt from this requirement.
- IV. All ETSU Passenger Van Operators driving leased or rented Enterprise Rent-a-Car passenger vans must be at least 25 years of age and follow all Enterprise Rent-A-Car driving protocols and safety instructions.
- V. Minors may not be transported in fifteen (15) passenger vans in conjunction with any Tennessee primary or secondary school (e.g., the University School) or affiliated program.
- VI. It is the responsibility of the ETSU Division of Business and Finance, Purchasing Department, to notify EHS of any new ETSU passenger van purchase.

Authority: T.C.A. § 49-8-203, et. Seq. Tenn. Comp. R. & Regs. 0520-01-05-.02

Previous Policy: Passenger Van Policy - Board of Trustees - 4/27/2018

## Defined Terms

ETSU Passenger Van Operators: All ETSU approved employees and student drivers.

## Policy History

Effective Date:

Revision Date: 03/01/2022

## Procedure

EHS [online passenger van safety training course](#)

[Auto Accident Reporting Instructions \(855\) 253-0629](#)

**NOTE:** All department heads, directors, assistant directors, associate directors, or supervisors who are responsible for ETSU owned 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. Vehicles will be removed from service if conditions are found that will impair the safe operation of the vehicle or the safety of its occupants.

## Procedure History

Effective Date:

Revision Date:

## Related Form(s)

**Scope and Applicability**