

## **Policy regarding use of a 12-passenger full size College van by a BBCC employee**

**Every BBCC employee must read and complete the following BEFORE using a college 12-passenger full size van:**

This packet must be read in its entirety before proceeding to the next step. Please read, sign and return page 1 & 2 of the Safe Driving Practices Acknowledgement statement to Linda Chadwick. You can keep the rest of the packet for your information.

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### ***”State of Washington 12-Passenger Full Size Van Driver Safe Driving Practices Acknowledgement Statement”***

Every employee must make a photocopy of his/her valid driver’s license and attach to the form.

Every employee must make a photocopy of his/her proof of auto insurance card and attach to the form.

Every employee must read the section “Risks Associated with Operating a 12-Passenger Full Size Vans,” initial the four statements at the bottom of the form along with signing and dating the form.

On the back side of that page, every employee must read the bottom portion of the form “12-Passenger Full Size Van Driver Responsibilities” and answer the four statements. Sign and date the form. The employee’s supervisor must read the top portion of that page along with signing and dating where indicated.

**ALL THE ABOVE PAPERWORK MUST BE COMPLETED AND  
TURNED INTO *LINDA CHADWICK* IN THE PRESIDENT’S OFFICE  
(BUILDING 1400 UPSTAIRS) BEFORE THE EMPLOYEE CAN  
PICK UP THE VAN BOOK AND DRIVE A FULL SIZE COLLEGE VAN.**

**NO EXCEPTIONS!!**

**PER LINDA SCHOONMAKER, THE PAPERWORK WILL BE REQUIRED  
TO BE UPDATED (NEW FORMS COMPLETED) EVERY TWO YEARS.  
(LINDA CHADWICK WILL ADVISE YOU WHEN THIS NEEDS TO BE DONE.)**

Revised  
08-03-15

# REDUCING THE RISK OF ROLLOVER CRASHES IN 15-PASSENGER VANS

Fifteen-passenger vans typically have seating positions for a driver and 14 passengers. They are widely used by community organizations to take members on short trips and outings. Colleges use them to drive sports teams to intercollegiate games and vanpools use them for commuters.

## What increases the risk of rollover crashes?

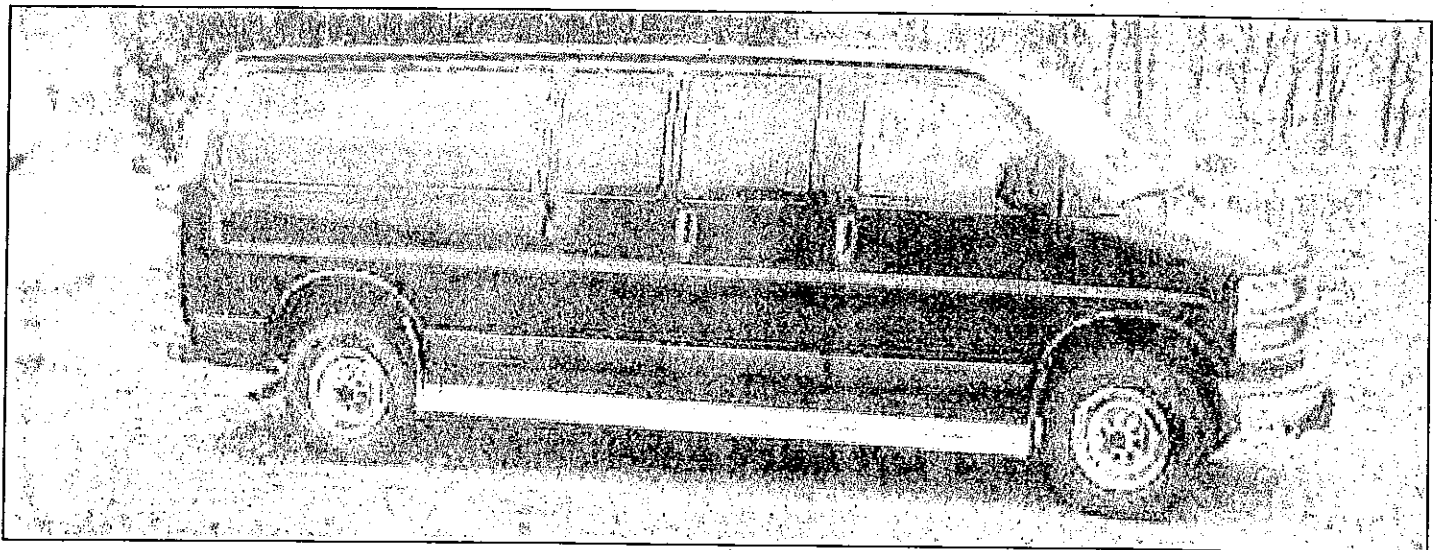
Recent research conducted by the National Highway Traffic Safety Administration (NHTSA) has found that the risk of a rollover crash is greatly increased when 10 or more people ride in a 15-passenger van. This increased risk occurs because the passenger weight raises the vehicle's center of gravity and causes it to shift rearward. As a result, the van has less resistance to rollover and handles differently from other commonly driven passenger vehicles, making it more difficult to control in an emergency situation. Placing any load on the roof also raises the center of gravity and increases the likelihood of a rollover.

## What situations can cause a rollover?

A rollover crash is a complex event, heavily influenced by driver and road characteristics as well as the design of the vehicle. In studies of single-vehicle crashes, NHTSA has found that more than 90 percent of rollovers occur after a driver has lost control of

the vehicle and has run off the road. Three major situations can lead to a rollover in a 15-passenger van.

- **The van goes off a rural road.** If this occurs, the van is likely to overturn when it strikes a ditch or embankment or when it is tripped by an object or runs onto soft soil.
- **The driver is fatigued or driving too fast for conditions.** A tired driver can doze off and lose control. The driver can also lose control when traveling at a high speed causing the van to slide sideways off the road. The grassy or dirt medians that line highways can often cause the van to overturn when the tires dig into the dirt.
- **The driver overcorrects the steering as a panic reaction to an emergency or to a wheel dropping off the pavement.** Especially at freeway speeds, this situation can cause the driver to lose control, resulting in the van sliding sideways and rolling over.



## What can organizations do to protect their passengers?

Over the past decade, 80 percent of people killed in rollover crashes in 15-passenger vans were unbelted. Passengers can dramatically reduce their risk of being killed or seriously injured in a rollover crash by simply using their seat belts. Organizations that own 15-passenger vans should have a written seat belt use policy. Drivers should be responsible for enforcing the policy.

Seat belt use is especially critical because large numbers of people die in rollover crashes when they are partially or completely thrown from the vehicle. NHTSA estimates that people who wear their seat belts are about 75 percent less likely to be killed in a rollover crash than people who don't.

## Does an experienced driver make a difference?

Significant differences in the design and handling characteristics of a 15-passenger van make it drive differently from other passenger vehicles. Therefore, an organization that owns a 15-passenger van should select one or two experienced drivers to drive the van on a regular basis. These drivers will gain valuable experience handling the van. This experience will help make each trip a safe one.

## How can rollover crashes be prevented?

Because most rollover crashes don't involve other vehicles, they are often preventable. Here are some tips for drivers to minimize the risk of a rollover crash and serious injury:

- **Avoid conditions that lead to a loss of control.** Never drive while under the influence of alcohol or other drugs. Make sure you are well rested and attentive, and always slow down if the roads are wet or icy.

- **Drive cautiously on rural roads.** Be particularly cautious on *curved* rural roads and maintain a safe speed to avoid running off the road.
- **Know what to do if your wheels drop off the roadway.** If your wheels drop off the roadway, or pavement, *gradually* reduce speed and steer back onto the roadway when it is safe to do so.
- **Properly maintain your tires.** Make sure your tires are properly inflated and the tread is not worn down. Worn tires can cause your van to slide sideways on wet or slippery pavement. Improper inflation can cause handling problems and can lead to catastrophic tire failures, such as blowouts. Therefore, check tire pressure and treadwear once a month.

## What are other considerations for safe driving?

When a 15-passenger van is not full, passengers should sit in seats that are in front of the rear axle.

More than 15 people should never be allowed to ride in a 15-passenger van.

Because a 15-passenger van is substantially longer and wider than a car, it:

- Requires more space and additional reliance on the side-view mirrors for changing lanes
- Does not respond as well to abrupt steering maneuvers
- Requires additional braking time.



**DOT Auto Safety HotLine**  
**888-327-4236**  
**TDD 800-424-9153**





**State of Washington**  
**15 AND 12-PASSENGER FULL SIZE VAN DRIVER**  
**VALID LICENSE TO DRIVE AND DRIVING EXPERIENCE STATEMENT**

*Driver refers to employees, student-employees, students, and volunteers operating 15 or 12-passenger full size vans under the direction of a state agency, university, or community/technical college.*

*In an effort to promote safe driving practices for the protection of state employees, students, and the citizens and drivers in Washington State, all 15 and 12-passenger full size van drivers are required to sign this statement verifying: (1) they possess a license that is valid under Washington State law that is current and reflects information consistent with the applicable state licensing department records; (2) they have minimum two years of experience driving motor vehicles; (3) their Washington State (or out-of-state) driving record is free of violations (as described below) that restricts 15 or 12-passenger full size van driving assignments; and (4) they agree to advise the appropriate supervisor or manager by the next business day if their legal status to drive changes.*

**Manager/Supervisor Responsibilities Checklist**

- 1. Complete License Check/Verification:** Visually check to ensure everyone assigned or authorized by the agency to drive 15 or 12-passenger full size vans has in their possession and can present to you a license that is valid under Washington State law. A visual check will include verification that: (1) license has not expired and (2) picture matches person.
- 2. Have Employee Answer Questions Below and Sign:** After verification of a valid license, have potential 15 or 12-passenger full size van driver answer the questions below and verify the accuracy of their responses by signing at the bottom of the form. *Note: Drivers who mark "no/don't agree" in any box below, shall not be considered for 15 or 12-passenger full size Van driver assignments. The above process and completion of this form can be repeated when a potential driver can verify by signature "yes/agree" responses to the questions below.*
- 3. Provide Education/Training:** Provide agency designated full size van-15 and full size van-12 education or training prior to the initial 15 or 12-passenger full size van driving assignment.
- 4. Provide Documentation:** Maintain a copy of this completed form in appropriate agency files.

*Completion of Items 1-4*

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

**15 and 12-Passenger Full Size Van Driver Responsibilities**

*Anyone authorized to drive a 15 or 12-passenger full size van for a state agency, university or community/technical college is required to fill out the form below by placing a check in the box indicating their response to each statement, and signing and dating to verify responses in the space provided at the bottom of this form.*

I have a license that is valid under Washington State law that is current and reflects information consistent with the applicable state licensing department records.	Yes	No
I have at least two years of experience driving motor vehicles.	Yes	No
My DOL drivers record is free of all the excluding driving criteria listed below.	Yes	No
As a condition of driving a state-owned 15 or 12-passenger full size van, I agree to inform my supervisor by the next business day if my status to legally drive changes at any time I am assigned to drive a 15 or 12-passenger full size van.	Agree	Don't Agree
<b>Criteria for Restricting a Driver from Driving 15 or 12-Passenger Full Size Vans</b>		
<i>Within the past three (3) years, any suspension/revocation of license for reckless driving, hit and run, leaving an accident scene, failure to appear, DUI, or other vehicle-related felony; or for multiple traffic offenses (4 moving violations/infractions in 12 months/6 moving violations/infractions in 24 months) resulting in a Conditional Status driving record or subsequent suspension/revocation of license, or 6 or more moving violations within a 12-month period resulting in license suspension.</i>		

Driver's Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Driver's Signature \_\_\_\_\_ Agency/Section \_\_\_\_\_



State of Washington  
15 AND 12-PASSENGER FULL SIZE VAN DRIVER  
**SAFE DRIVING PRACTICES ACKNOWLEDGEMENT STATEMENT**

Driver refers to employees, student-employees, students, and volunteers operating 15 or 12-passenger full size vans under the direction of a state agency, university, or community/technical college. All 15 or 12-passenger full size vans drivers are required to complete this form prior to initial operation of the van. A copy of the signed form will be maintained on file with the agency, and a copy provided to the driver.

**Risks Associated with Operating 15 or 12-Passenger Full Size Vans**

1. The National Highway Traffic Safety Administration's (NHTSA) safety advisory recommends that drivers insist all occupants wear safety belts at all times. Drivers should verbally remind van passengers that safety belts are to be properly used until the vehicle is stopped and legally parked, RCW 46.61.688 also requires vehicle occupant safety belt use.
2. Drivers should visually check passenger safety belt use, and during transit, stop and legally park the van if made aware of passenger safety belt non-use.
3. 15-passenger full size vans have a rollover risk similar to other light trucks and vans. Prior NHTSA research has shown that 15-passenger vans have a rollover risk that increases dramatically as the number of occupants increases from fewer than five to more than ten. 12-passenger full size vans, while having less total passenger seating capacity, still require special handling knowledge for safe operation of the vehicle.
4. The weight of the van, particularly when fully occupied, causes the center of gravity to shift rearward and upward increasing the likelihood of rollover.
5. The shift in the center of gravity will also increase the potential for loss of control in panic maneuvers.
6. The weight of the van when fully occupied requires additional stopping distance, an especially important factor in rain, fog, or other difficult driving situations caused by weather conditions.
7. The width of the van allows for less lane room.
8. The length of the van increases distance needed for making turns, changing lanes, and braking.
9. General maintenance of the vehicle, including proper tire pressure is important to safety, and can be referenced in the vehicle owner's manual.

**BASIC DRIVING PRACTICES FOR SAFE VAN OPERATION**

- Driving at posted or lower speeds.
- Adjusting to lower speeds for special conditions such as: rain, snow, fog, wind, and any other condition impacting visibility, stopping distance or general safe handling of the vehicle.
- Minimizing potential driver distraction by using cell phone or other electronic devices ONLY when the van is safely stopped or asking passengers to assist with calls for emergency situations.
- Properly loading passengers and equipment, and never placing equipment/luggage on the top of passenger vans.
- Minimizing driver fatigue on long trips by one or more of the following: driving rested, taking appropriate breaks, or sharing driving with authorized drivers. Follow agency policies on travel time restrictions.
- Not drive while under the influence of intoxicating beverages, drugs, or any other impairing substances as advised by health professionals.

I have read and understand potential risks involved while operating 15 or 12-passenger full size vans.	(Initial) _____
I am aware the handling characteristics of 15 or 12-passenger full size vans may change dramatically, especially when fully loaded.	(Initial) _____
I understand extra caution is required when operating 15 or 12-passenger full size vans, including reduced speeds.	(Initial) _____
I understand van driver/passenger safety belt use is required and will remind passenger and visually check for belt use. I will stop and legally park the van if made aware of passenger non-use during transit.	(Initial) _____

Driver's Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Driver's Signature \_\_\_\_\_ Agency/Section \_\_\_\_\_