

Multi-Passenger Vehicles

Policy 303.13

1 Introduction

1.1 Given the dangers associated with the use of Multi-Passenger Vehicles transporting ten or more passengers and multiple consumer advisories issued by the National Highway Safety Administration, the University has developed this policy governing the use of Multi-Passenger Vehicles.

2 Scope

2.1 This policy applies to any person operating a Multi-Passenger Vehicle in the course and scope of the person's employment at the University, whether the Multi-Passenger Vehicle is owned by the University or not. Multi-Passenger Vehicles may only be driven by employees of the University.

3 Definitions

3.1 Driver Evaluator

An employee of the University designated by the Office of Environmental Health, Safety, and Emergency Management to conduct Multi-Passenger Vehicle driving evaluations.

3.2 EHS&EM

The University's Office of Environmental Health Safety and Emergency Management.

3.3 Multi-Passenger Vehicle

A vehicle with the capacity to carry ten or more passengers and a driver, typically a 12 or 15 passenger van. Multi-Passenger Vehicles covered by this policy include any Multi-Passenger Vehicles owned, rented, or otherwise operated by the University or an employee of the University acting in the course and scope of University employment. Individuals who are not employees may not operate, lease, or borrow any University vehicle.

3.4 Responsible Department

The University Department to which a Multi-Passenger Vehicle is assigned, or which has leased or borrowed a Multi-Passenger Vehicle.

3.5 University

Appalachian State University.

4 Policy and Procedure Statements

4.1 Required Training and Approval to Operate a Multi-Passenger Vehicle

4.1.1 To be authorized to drive a Multi-Passenger Vehicle, the prospective driver must complete a training program and approval process based on criteria specified by EHS&EM, including but not limited to the following:

1. Receive approval from the prospective driver's supervisor to operate a Multi-Passenger Vehicle.
2. Complete an approval form that includes a driver's license check and submit that form to the University Police Support Services Manager. After the University Police Department has completed a driver records check, the original Driver Approval Form shall be submitted to EHS&EM.
3. Complete in its entirety, and pass, the online Multi-Passenger Vehicle Awareness Course.
4. Complete and satisfactorily pass a driving test with a Driver Evaluator.

4.1.2 The prospective driver and the prospective driver's supervisor shall read, sign and submit to EHS&EM a [Multi-Passenger Vehicle Driver and Supervisor Acknowledgement Form](#).

4.1.3 The Driver Evaluator shall submit the completed original copy of the Multi-Passenger Vehicle Driver Evaluation Form to EHS&EM.

4.1.4 EHS&EM has the final responsibility and authority to approve drivers of Multi-Passenger Vehicles.

4.1.5 If the driver is approved, the driver will be issued a Multi-Passenger Vehicle Driver Certification Card.

4.2 General Policies Applicable to Driver

4.2.1 To be authorized to drive a Multi-Passenger Vehicle, the prospective driver must be at least 18 years of age and have been issued a valid driver's license for at least two years with no more than one moving violation and no DWI (Driving While Impaired) offenses within the past two years.

4.2.2 All drivers of Multi-Passenger Vehicles must submit a Driver Approval form to the University Police Department annually after the first full year of operation or more frequently if requested by their supervisor. The required annual check, which must be completed by the University Police Department, shall be submitted to EHS&EM within 30 days of the anniversary date of their initial driver certification. In the event the annual driver's license check is not submitted within the specified time, driving privileges will be automatically revoked until an approved driver's license check has been received by EHS&EM.

4.2.3 Before operating the Multi-Passenger Vehicle each day, drivers shall complete a [Pre-Trip Safety Checklist](#).

4.2.4 The driver shall abide by all applicable motor vehicle laws.

4.2.5 The driver is at all times prohibited from texting via any electronic device while operating the Multi-Passenger Vehicle.

4.2.6 The driver shall abide by all educational materials and guides provided specifically by the University and vehicle manufacturer for the safe operation of Multi-Passenger Vehicles.

4.2.7 The University reserves the right to suspend driving privileges following any unsatisfactory driver's license check or in the event of a moving violation or DWI offense during the certification period.

4.3 General Policies Applicable to Responsible Department

4.3.1 The Responsible Department shall provide for the proper maintenance and upkeep of the Multi-Passenger Vehicle. Multi-Passenger Vehicles that are not properly maintained shall not be driven.

4.3.2 The Responsible Department must equip the Multi-Passenger Vehicle with a properly functioning tire air pressure gauge to allow the driver to ensure that all tires are properly inflated each day of use. EHS&EM will assist departments in obtaining tire air pressure gauges upon request.

4.3.3 Each Responsible Department must retain all Pre-Trip Safety Checklists for 5 years (or longer, if directed to do so by an appropriate University official) and make the Checklists accessible to EHS&EM upon request.

4.3.4 Due to the dangers associated with Multi-Passenger Vehicles, it is recommended that Responsible Departments avoid the purchase and use of 15-passenger vans.

4.4 General Policies Applicable to Passengers

4.4.1 The following passenger limits apply to the operation of any Multi-Passenger Vehicle covered by this policy:

1. Multi-Passenger Vehicle with 15-passenger capacity:
 1. Within the Town of Boone where the maximum speed limit is 35 miles per hour, 14 passengers and 1 driver for a total of 15 occupants.
 2. Other than in the Town of Boone where the maximum speed limit is 35 miles per hour, 10 passengers and 1 driver for a total of 11 occupants.
2. Multi-Passenger Vehicle with 12-passenger capacity: Regardless of location and maximum speed limit, 11 passengers and 1 driver for a total of 12 occupants.

4.4.2 Every passenger shall be restrained with a properly secured seat belt at all times when the vehicle is in motion. If a seat is not equipped with a seat belt, no passenger is allowed in that seat.

5 Additional References

[National Highway Traffic Safety Administration](#)
[National Transportation Safety Board](#)

[Multi-Passenger Driver Supervisor Form](#)
[Multi-Passenger Van Inspection Checklist](#)

6 Authority

[The UNC Policy Manual, Chapter 100.1, Section 502](#)
[The UNC Policy Manual, Chapter 300.8.3\[R\]](#) (Regulations on Seat Belt Use)]

7 Contact Information

[Office of Environmental Health Safety and Emergency Management](#) Phone: 828-262-4008

8 Original Effective Date

June 18, 2013

9 Revision Dates

September 27, 2018