

Van Management

Applies to: State agencies and institutions including the Washington State School Directors' Association, employees, contractors, students, and volunteer drivers and passengers on official state business.

This policy does not apply to any agency of the judicial branch or the legislature.

Information contact: Fleet & Parking Services

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Approved by: _____ /s/ _____, Chris Liu, Director

Procedure Content

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Van Purchase, Use, and Rental

Selection of the electronic stability control option is required for new purchases of all vans, if not already a standard manufacturer feature.

| Van Type | Purchase/Rental and Use |
|---|--|
| 15-Passenger Full Size | Due to the rollover risk of 15-passenger vans, agencies are prohibited from purchasing, renting, or utilizing 15-passenger full size vans for passenger transport purposes. These vans are commonly referred to as "15-passenger vans." Agencies may purchase or acquire new 15-passenger full size vans if all rear seats are removed and the van is used exclusively for cargo or maintenance purposes. |
| 8 to 12-passenger full size | Agencies are authorized to purchase, acquire, rent, or lease 8 to 12-passenger full size vans for passenger transport purposes after purchase approval from DES. Exception: Agencies are prohibited from transporting non-college enrolled high school or younger student passengers in 12-passenger full size vans, or specialty vehicles not meeting state and federal school bus standards. |
| Mini van | Agencies are authorized to purchase or acquire mini-vans for passenger transport purposes after purchase approval from DES. |
| Cargo | Agencies are authorized to purchase or acquire cargo full size vans configured for cargo or maintenance use after purchase approval from DES. |
| Alternative passenger transport vehicle | Agencies are authorized to purchase or acquire alternative vehicles, such as small busses, for the transport of passengers after purchase approval from DES. |

Note: Washington State Department of Licensing (DOL) rules require that all vehicles designed to transport 16 or more persons (including the driver) require a commercial driver’s license (CDL). Refer to the DOL’s website at: <http://www.dol.wa.gov/driverslicense/cdl.html>.

Full Size Van and Van Driver Requirements

| Topic | Action |
|-------------------------|--|
| Driver safety awareness | <p>The National Highway Traffic Safety Administration (NHTSA) publications indicated below are required to be placed and maintained in a conspicuous spot in each state owned 15 and 12-passenger full size van as well as in all rental 12-passenger and cargo full size vans:</p> <ol style="list-style-type: none"> 1. “Reducing The Risk of Rollover Crashes in 15-Passenger Vans” – Hangtag. 2. “Reducing The Risk of Rollover Crashes in 15-Passenger Vans” – Flyer. <p>Refer to the NHTSA website for the latest version of these documents.</p> |
| Required documents | <p>Agencies are required to have all 12-passenger full size van and cargo van drivers sign the following documents at the time of their initial van driving assignment. Managers/supervisors must also sign the documents under the manager/supervisor responsibilities checklist section.</p> <ul style="list-style-type: none"> • 15- and 12-passenger full size van driver - Valid License to Drive and Driving Experience Statement. • 15- and 12-passenger full size van driver - Safe Driving Practices Acknowledgement Statement. <p>Agencies are required to maintain the above documents in appropriate agency files.</p> |

Required Safety Education or Training for Drivers

1. Agencies are required to provide employees, students, and volunteers with safety education information or training prior to their initial operation of state owned or commercially rented/leased 12-passenger full size van or cargo van.
2. Training shall be documented by the agency and the documentation maintained in appropriate agency files.
3. Renewal training must be provided every two years. Renewal training should consist of a review of initial training information with updates as appropriate. Renewal training must be documented and the documentation maintained in appropriate agency files.
4. Training for 12-passenger full size van and cargo van drivers.
 - a. Length of training, training curriculum, training method, type of training materials (or audio-visuals) used is at agency discretion. Agencies may supplement the requirements above as desired. Examples of training topics that agencies may choose to address include, but are not limited to:
 - i. Pre-trip planning and travel routes
 - ii. Travel time restrictions
 - iii. Safety considerations, such as headlight and seatbelt use
 - iv. Travel during weather conditions (snow, ice, wind, etc.)
 - v. Gear or cargo storage
 - vi. Maintenance including tire pressure
 - vii. Cell phone or other electronic equipment use
5. Safety education information provided must include:

- a. The NHTSA web address for van safety: <http://www.nhtsa.gov> or <http://www.safercar.gov>.
- b. Review of NHTSA's flyer, "Reducing the Risk of Rollover Crashes in 15-Passenger Vans."
- c. Review of NHTSA's hangtag for 15-passenger vans.
- d. Review of the Fleet Safety section in the [Risk Management Basics Manual](#) or equivalent agency developed information.
- e. Review of this procedure or equivalent agency-specific policies or information pertaining to these sections.

Related Requirements

Policy No. Br.01.01 Enterprise-Wide Transportation

Policy: BR.01.01 Enterprise-Wide Transportation

Procedure 1: Permanently Assigned Motor Vehicles

Procedure 2: Collision Reporting

Procedure 4: Purchase, Rent, or Dispose of a Motor Vehicle

Standard 1: State Agency Policy

Standard 2: State Driver Standards

Standard 3: Safety Program

Appendix 1: Understanding Insurance Coverage

Appendix 2: State Transportation Laws

Related Forms

Form: Authorized Driver Acknowledgement Statement

Form: New and Used Passenger Vehicle Purchase Request

Form: Vans – Safe Driving Practices Acknowledgement Statement

Form: Vans – Valid License to Drive and Driving Experience Statement

Form: Risk Management and Safety Checklist for Drivers

Need a copy of a prior version of this policy? E-mail jack.zeigler@des.wa.gov