

Van Management

Information contact: Fleet & Parking Services or Risk Management

First effective date: October 8, 2015

Last update: July 26, 2021

Sunset review date: July 23, 2026

Policy

[Enterprise-Wide Transportation Policy](#) (BR.01.01)

Related Standards

Standard 1: [Transportation Policy & Procedure Content for State Agencies](#) (BR.01.01.S1)

Standard 2: [State Driver Standards](#) (BR.01.01.S2)

Standard 3: [Safety Program](#) (BR.01.01.S3)

Related Procedures

Procedure 1: [Permanently Assigned Motor Vehicles Procedure](#) (BR.01.01.P1)

Procedure 2: [Collision/Accident Reporting Procedure](#) (BR.01.01.P2)

Procedure 4: [Purchase, Rent, or Dispose of a Motor Vehicle Procedure](#) (BR.01.01.P4)

Related Forms

[Authorized Driver Acknowledgement Statement](#) (BR.01.01.F1)

[Vans – Safe Driving Practices Acknowledgement Statement](#) (BR.01.01.F2)

[New and Used Passenger Vehicle Purchase Request](#) (BR.01.01.F3)

[Supervisor’s Risk Management and Safety Checklist for Drivers](#) (BR.01.01.F4)

[Valid License to Drive and Driving Experience Statement](#) (BR.01.01.F5)

[SF 137 – State of Washington Vehicle Accident Report](#) (web form, old SF 137)

[Fleet Operations User Quick Reference Guide](#) (BR.01.01.F6)

[Proof of Liability Insurance Washington State Agency Vehicle Continual Coverage](#)

[Fleet Operations Operator’s Manual](#) (BR.01.01.F8)

[Standard Tort Claim Form Packet](#)

[Fleet Operation’s Reimbursement Request Form](#) (BR.01.01.F9)

Additional Information

Appendix 1: [Understanding Insurance Coverage](#) (BR.01.01.A1)

Appendix 2: [State Transportation Laws](#) (BR.01.01.A2)

Procedure Content

[Van Purchase, Use, and Rental](#)

[Full Size Van and Van Driver Requirements](#)

[Required Safety Education or Training for Drivers](#)

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 | <p>Due to the rollover risk of 15-passenger vans, agencies are prohibited from purchasing, renting, or using 15-passenger full size vans for passenger transport purposes. Agencies may purchase or acquire new 15-passenger full size vans when all rear seats are removed before placing the van in service and the van is used exclusively for cargo or maintenance purposes.</p> |
| 8 to 12-passenger full size | <p>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.</p> <p><i>Exception:</i> 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.</p> |
| Mini van | <p>Agencies are authorized to purchase or acquire mini-vans for passenger transport purposes after purchase approval from DES.</p> |
| Cargo | <p>Agencies are authorized to purchase or acquire cargo full size vans configured for cargo or maintenance use after purchase approval from DES.</p> |
| Alternative passenger transport vehicle | <p>Agencies are authorized to purchase or acquire alternative vehicles, such as small buses, for the transport of passengers after purchase approval from DES.</p> <p>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.</p> |

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> <ul style="list-style-type: none">• “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. Agencies must document driver training and maintain the documentation in appropriate agency files.
3. Agencies must provide renewal training every two years. Renewal training should consist of a review of initial training information with updates as appropriate.
4. Training for 12-passenger full size van and cargo van drivers.

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:

- Pre-trip planning and travel routes
- Travel time restrictions
- Safety considerations, such as headlight and seatbelt use
- Travel during weather conditions (snow, ice, wind, etc.)
- Gear or cargo storage
- Maintenance including tire pressure
- Cell phone or other electronic equipment use

Safety education information provided must include:

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