

12 and 15 Passenger Van Guidelines

These guidelines pertain to 12 and 15 passenger vans owned by Florida Gulf Coast University and operated by university employees as authorized drivers of university-owned vehicles. Due to the risks associated with these vehicles, especially 15 passenger vans the following guidelines were established to assist the driver(s) to handle the vans with care when in the course and scope of conducting university business.

Definition of Terms:

Authorized driver – an authorized driver is a university employee that was approved by the Dean/Director of the department accountable for that van. Vans can only be used for approved University travel.

University-owned vehicles – a vehicle designed for road use that is owned by the university department.

Driver License – all vehicle operators must have a current and valid driver's license.

Safety Requirements:

- Authorized drivers are only allowed to driver van/vehicles.
- Driver training is available through Canvas, the training is called Defensive Driving, a program created by the Department of Transportation. We strongly recommend the training, please contact us at 590-1414 and ask us about this training offered through Environmental Health and Safety.
- Cell phone texting is prohibited, if you must text please pull over to a safe area and only then you are allowed to make phones calls, text, or reply to e-mails.
- Van occupancy is limited to the manufacturer's load limit for the vehicle you are driving, do not overload or modify the occupancy load of vehicle.
- Seat belts must be worn at all times by all in vehicle, there are no exceptions.
- The vehicle must be operated in accordance with all traffic laws, ordinances and regulations.
- All authorized drivers are recommended to take frequent breaks from driving very long distance within the State of Florida. If you are driving for more than 2 hours take a break.
- The owner's manual and other manufacturer safety material must be available to review by all authorized drivers. Please refer to the manufacturer's occupant load and GVWR (Gross Vehicle Weight Rating) for vehicle.
- Cargo should be placed forward of the rear axle; avoid overloading the van or placing any loads on the roof.
- The 12 and 15 passenger vans are substantially longer and wider than a car and requires more space to maneuver so please make aware of your surroundings.
- Inspect your van before you load and ride, this inspection should include, but is not limited to:
 - Check the tires for proper air pressure and thread wear
 - Oil and fluid levels
 - Lights, including headlights, turning signals, and brake lights.
 - Windshield wipers
 - Mirrors
 - Horn

Maintenance of Vehicle:

Ensure all personal items and/or trash has been removed from the van.

Driver must re-fuel if the tank is less than half (1/2) tank when returning vehicle, you may use your P-Card to fuel the van.

Authorized driver and employee that maintains records for vehicle can wash the vehicle at any vendor, you may use your P-Card to wash van.

Insurance Requirements:

Auto Liability Certificate of Insurance and declaration page from Progressive must be in glove box or in log book for van. ALWAYS LEAVE INSURANCE DOCUMENTS IN VEHICLE AT ALL TIME

In the event of an accident involving a university-owned vehicle:

1. **Pull Vehicle Off the Road and Park Safely.** If it is not possible to move the vehicle out of the lane of traffic, stay in the vehicle until emergency help arrives unless there are obvious signs of smoke, fire or other dangerous conditions within the vehicle.
2. **Call Police.** Don't hesitate to contact law enforcement agency. Please request a copy of the accident/incident report (or at least a case #) from the law enforcement agency responding to accident in order for Risk Management to conduct follow-up work. If the accident occurs here on campus, please dial 590-1911.
3. **Assess injuries to yourself or any passengers.** If you or any passenger is hurt, do not try to remove them from the vehicle unless there is a possibility of fire. Seek medical attention as soon as possible.
4. **If you are concerned for your safety do not leave the vehicle until the police arrive.**
5. **If possible, make sure you speak with the other driver(s) to get all the necessary information including name, address, phone number and insurance information. Take photos of the damage to our vehicle as well as any other vehicle involved in accident. PLEASE DO NOT RELY ON THE POLICE TO GIVE YOU THIS INFORMATION.**
6. **If possible, obtain the names of any witnesses.**
7. **Upon your return to campus, report the accident to your supervisor and EH&S-Risk Management 590-1126.**
8. **FGCU Automobile liability certificate policy number is AL-0195**