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Subject: New policy regarding University van transportation
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The following new policies regarding travel in 12- and 15-passenger vans have been recommended by the University Accident Review Board and Vehicle Safety Committee:

~ Twelve (12)-passenger vans may be used for transporting passengers with all original equipment manufacturers (OEM) equipment installed.

~ All 15-passenger vans must have the rear seat removed and the four associated seat belts removed.

~ No more than 11 persons (10 passengers and driver) may be transported in the (former) 15-passenger vans. The number of passengers should be reduced by one for each 170 pounds of luggage or equipment.

~ Mandatory placement of National Highway Traffic Safety Administration (NHTSA) hang tag or dashboard placard reinforcing awareness of hazards associated with the operation of 15-passenger vans. Placards are available from the Department of Management Operations at 257-2983.

~ All vans capable of transporting 10 persons or more will require driver training certification beginning March 01, 2006.

I have approved the recommendations of the Committee.

In its continuing effort to promote safe driving practices for the protection of University employees, the office of Occupational Health and Safety will manage driver training. A driver safety awareness training program has been developed for 12- and 15-passenger van drivers. The program, which lasts for one hour, can be taken at the following Web address:

http://ehs.uky.edu/classes/15_pass_van/15passtrain.html.

The training does not include hands-on driving experience. For questions regarding the class, call Jason Burns at (859) 257-3862.

All departments will be responsible for verifying that van transportation is exclusively carried out with trained, qualified drivers. For motor pool trips, the trained driver must pick up the van in person for each trip.

Rental of vans from outside the University is permitted, but all such trips must be requested through the Department of Management Operations, who will be responsible for verifying that only trained drivers are renting such vehicles.

(If you are a supervisor, please communicate this information to all of your staff, especially those without computer access.)