



W&J CAMPUS AND PUBLIC SAFETY

W&J COLLEGE

FLEET VAN PROCEDURES

Date: 9/1/2020

OBJECTIVE

The objective of this policy is to reduce the risk of accident and injury or death associated with the operation of W&J College owned or leased passenger vans. By ensuring that these vans are operated only by qualified drivers and are in proper and safe working order, risk of accidents, injuries, or death is reduced.

POLICY

All operators of W&J vans will abide by this policy. Failure to adhere to this policy may result in discipline and/or prosecution for violation of law including revocation of van driving privileges.

Any driver operating a van as an emergency vehicle including by CPS staff during an emergency, police, fire, or EMS personnel is exempt from this policy.

Operators

All drivers/operators of W&J owned or leased vans shall have a clean driving history (for three consecutive years prior to application), a valid driver's license, and must complete the W&J training program (defined herein) prior to operating a van. A complete check of an individual's driver history will be done every two years after initial acceptance as a certified W&J van operator. Only students who are second, third, or fourth year students are eligible to be van drivers. All students must have at least three years of driving experience prior to applying to become a van driver.

All faculty, staff, and students who operate W&J vans do so at the direction of their department head or supervisor. Drivers/operators are responsible for notifying CPS regarding any safety or maintenance concerns and damage in a timely fashion.

No one shall operate any W&J van while under the influence of alcohol, drugs, or prescription medication.

Training and certification

Operators will be trained in the operation of passenger vans. Training will be completed one time per driver and shall consist of:

- 1) A review and acknowledgement of this policy.

- 2) Watching two instructional videos. Go to <https://www.trainingnetworkknow.com/home>. Log in with the username wjcollege@hmig.com. The password is **HMIG2014**. Navigate to Safety, Transportation Safety, Driving Safety, and then the multi passenger van safety video (17 minutes). Then watch the company owned vehicle video.

The direct links are [https://www.trainingnetworkknow.com/Topics/Safety/Transportation-Safety/Driving-Safety-\(Non-DOT\)/Multi-Passenger-Van-Safety](https://www.trainingnetworkknow.com/Topics/Safety/Transportation-Safety/Driving-Safety-(Non-DOT)/Multi-Passenger-Van-Safety) and [https://www.trainingnetworkknow.com/Topics/Safety/Transportation-Safety/Driving-Safety-\(Non-DOT\)/Beyond-Safe-Driving-Company-Owned-Vehicle](https://www.trainingnetworkknow.com/Topics/Safety/Transportation-Safety/Driving-Safety-(Non-DOT)/Beyond-Safe-Driving-Company-Owned-Vehicle)

- 3) Students will complete a practical driving exercise to be done with a CPS Officer as a passenger. The Officer will observe the driver and will be sure they are competent operating all van equipment and on public roadways.

*A driver may be required to go through additional training and certification if that individual has been involved in an accident or near-miss or there is a credible report made to the employee's supervisor or to CPS indicating the individual was operating a van in violation of this policy or in an unsafe manner.

Other Requirements and Prohibited Acts

The person who is operating a van shall be responsible for it.

Vans must be requested at least 24 hours prior to time and date needed. Keys and completed paperwork must be returned to CPS at the end of your reservation.

No one will wear ear phones of any type while driving/operating a van.

No one will talk on a cell phone, send or receive text messages, or otherwise be distracted while operating a van.

Vans will not be parked blocking any legally parked car, roadway, sidewalk, walkway, entrance or exit door, ramp, fire hydrant or fire lane, or any emergency equipment such as an emergency phone.

Vans will not be parked in or blocking a handicap parking spot or access point.

Vans will not be left unoccupied while the key is left in the ignition or while the motor is running.

Vans shall not be operated in a manner that may endanger passengers, pedestrians, other members of the campus community or property i.e. no driving on landscaping, bumping into bollards, at high speed, etc.

Vans shall be operated at safe and manageable speed at all times.

The number of passengers shall not exceed the number of seats.

Load capacity shall not exceed the manufacturer's recommendation or rated limit.

No intentionally driving over high objects or curbs.

Generally, driving upon grass is prohibited.

All trash, food, and belongings must be cleaned up and removed from the van when it is returned to the lot.

No smoking in the van.

Vans should be returned with a full tank of gas.

During COVID, park the van in the “Need to be cleaned” spot and hang the orange tag on the rearview mirror.

Operating requirements

State and local laws will be followed at all times.

Seatbelt use is mandatory for all occupants at all times, no exceptions.

Accidents

Accidents include any unintentional contact with any person, object, property, or vehicle with a W&J van whether it is in motion or not, any loss of control over a van while it is being operated or not, or any incident during which a person is injured in some way involving a van.

Any and all accidents must be reported to CPS immediately, but only after calling 911. Alternatively you can request 911 notify CPS in addition to local or state police. CPS will respond to the scene to investigate and document the accident, whether or not any person involved is injured, if the accident is on or near campus.

No one involved in the accident should depart the scene until local or state police, and/or CPS has investigated, unless due to a serious or life-threatening injury.

No van or other vehicle involved in an accident shall be moved until local or state police, and/or CPS has responded and investigated.

If on a highway, move to the side of the road and stay out of traffic if possible and safe to do so. Be especially wary on the crest of hills or curves.

Any injury must be reported to your supervisor, the investigating CPS Officer, and Human Resources.

Fill out the required vehicle accident reporting kit forms in the glove box.

Take photographs if safe and possible.