



15 AND 12-PASSENGER FULL SIZE VAN DRIVER

WVC Safe van driving practices acknowledgement statement

Instructions

Driver refers to employees, student-employees, students, and volunteers operating 12-passenger full size vans under the direction of a state agency, university, or community/technical college. All 12-passenger full size vans drivers are required to complete this form prior to initial operation of the van. A copy of the signed form will be maintained on file with the agency, and a copy provided to the driver. 15-passenger vans are not to be used for transport purposes.

Risks Associated with operating 12-Passenger full size vans

1. The National Highway Traffic Safety Administration’s (NHTSA) safety advisory recommends that drivers insist all occupants wear safety belts at all times Drivers should verbally remind van passengers that safety belts are to be properly used until the vehicle is stopped and legally parked, RCW 46.61.688 also requires vehicle occupant safety belt use.
2. Drivers should visually check passenger safety belt use, and during transit, stop and legally park the van if made aware of passenger safety belt non-use.
3. 15-passenger full size vans have a rollover risk similar to other light trucks and vans. Prior NHTSA research has shown that 15-passenger vans have a rollover risk that increases dramatically as the number of occupants increases from fewer than five to more than ten. 12-passenger full size vans, while having less total passenger seating capacity, still require special handling knowledge for safe operation of the vehicle.
4. The weight of the van, particularly when fully occupied, causes the center of gravity to shift rearward and upward increasing the likelihood of rollover.
5. The shift in the center of gravity will also increase the potential for loss of control in panic maneuvers.
6. The weight of the van when fully occupied requires additional stopping distance, an especially important factor in rain, fog, or other difficult driving situations caused by weather conditions.
7. The width of the van allows for less lane room.
8. The length of the van increases distance needed for making turns, changing lanes, and braking.
9. General maintenance of the vehicle, including proper tire pressure is important to safety, and can be referenced in the vehicle owner's manual.

Basic driving practices for safe van operation

1. Driving at posted or lower speeds.
2. Adjusting to lower speeds for special conditions such as: rain, snow, fog, wind, and any other condition impacting visibility, stopping distance or general safe handling of the vehicle.
3. Minimizing potential driver distraction by using cell phone or other electronic devices ONLY when the van is safely stopped or asking passengers to assist with calls for emergency situations.
4. Properly loading passengers and equipment, and never placing equipment/luggage on the top of passenger vans.
5. Minimizing driver fatigue on long trips by one or more of the following: driving rested, taking appropriate breaks, or sharing driving with authorized drivers. Follow agency policies on travel time restrictions.
6. Not drive while under the influence of intoxicating beverages, drugs, or any other impairing substances as advised by health professionals.

- I have read and understand potential risks involved while operating 15 or 12-passenger full size vans ____ (initial)
- I am aware handling characteristics of 15 or 12-passenger full size vans may change, especially when fully loaded ____ (initial)
- I understand extra caution is required when operating 15 or 12-passenger full size vans, including reduced speeds. ____ (initial)
- I understand van driver/passenger safety belt use is required and will remind passenger and visually check for belt use. I will stop and legally park the van if made aware of passenger non-use during transit ____ (initial)

Driver’s Name (Print) _____

Date _____

Driver’s Signature _____

Agency/Section _____



15 AND 12-PASSENGER FULL SIZE VAN DRIVER

WVC Valid License to Drive and Driving Experience Statement

Driver refers to employees, student-employees, students, and volunteer size vans under the direction of a state agency, university, or community/technical college.

About this form:

In an effort to promote safe driving practices for the protection of state employees, students, and the citizens and drivers in Washington State, all 15 and 12-passenger full size van drivers are required to sign this statement. By signing, van drivers verify:

1. They possess a license that is valid under Washington State law that is current and reflects information consistent with the applicable state licensing department records;
2. They have minimum two years of experience driving motor vehicles;
3. Their Washington State (or out-of-state) driving record is free of violations (as described below) that restricts 15 or 12-passenger full size van driving assignments; and (4) they agree to advise the appropriate supervisor or manager by the next business day if their *legal* status to drive changes.

MANAGER/SUPERVISOR RESPONSIBILITIES CHECKLIST

1. **Complete License Check/Verification:** Visually check to ensure everyone assigned or authorized by the agency to drive 15 or 12-passenger full size vans has in their possession and can present to you a license that is valid under Washington State law. A visual check will include verification that: (1) license has not expired and (2) picture matches person.
2. **Have Employee Answer Questions Below and Sign:** After verification of a *valid* license, have potential 15 or 12-passenger full size van driver answer the questions below and verify the accuracy of their responses by signing at the bottom of the form. *Note: Drivers who mark "no/don't agree" in any box below, shall not be considered for 15 or 12-passenger full size van driver assignments. The above process and completion of this form can be repeated when a potential driver can verify by signature "yes/agree" responses to the questions below.*
3. **Provide Education/Training:** Provide agency designated full size van-15 and full size van-12 education or training prior to the initial 15 or 12-passenger full size van driving assignment.
4. **Provide Documentation:** Maintain a copy of this completed form in appropriate agency files.

Supervisor Signature: _____

Date: _____

15 AND 12-PASSENGER FULL SIZE VAN DRIVER RESPONSIBILITIES

Anyone authorized to drive a 12-passenger full size van for a state agency, university or community/technical college is required to fill out the form below by initialing each statement, and signing and dating to verify responses in the space provided at the bottom of this form.

I have a license that is valid under Washington State law that is current and reflects information consistent with the applicable state licensing department records. *Initials:* _____

I have at least two years of experience driving motor vehicles. *Initials:* _____

My DOL driver record is free of all the excluding driving criteria listed below. *Initials:* _____

As a condition of driving a state-owned 15 or 12-passenger full size van, I agree to inform my supervisor by the next business day if my status to legally drive changes. *Initials:* _____

CRITERIA FOR RESTRICTING A DRIVER FROM DRIVING 15 OR 12-PASSENGER FULL SIZE VANS

1. One or more suspension/revocation of license for reckless driving, hit and run, leaving an accident scene, failure to appear, DUI, or other vehicle-related felony (within the past three years); or
2. Multiple traffic offenses (4 moving violations/infractions in 12 months/5 moving violations/infractions in 24 months) resulting in a Conditional Status driving record or subsequent suspension/revocation of license; or
3. Six or more moving violations within a 12-month period resulting in license suspension.

Driver's Name (Print) _____

Date: _____

Driver's Signature _____

Agency/Section: _____



WVC Authorized Driver Acknowledgement Form

In accordance with the Department of Enterprise Services Policy No. BR.01.01 Enterprise-Wide Transportation Policy, I, the undersigned, acknowledge that on the date indicated below I reviewed, at a minimum, State Driver Responsibilities and State Driver Standards in the Enterprise-Wide Transportation Policy and agree to comply with the requirements established in the policy. I further agree to immediately inform my supervisor should my license be revoked or suspended for any reason. I understand that any behavior not adhering to the Enterprise-Wide Transportation Policy will result in disciplinary action by my agency per RCW 43.19.635 Motor vehicle transportation service—Unauthorized use of state vehicles—Procedure—Disciplinary action.

WVC Office or Department _____

Date

Driver's Printed Name

Driver's Signature

This acknowledgement form will be maintained in the employee's file.