

OPERATION OF UTA 15-PASSENGER VANS



●	UTA has the following requirements regarding the use of 15-passenger vans:	
●	UTA requires that 15-passenger vans be operated only by experienced, authorized drivers who understand and are familiar with the handling characteristics of the vans, especially when the van is fully loaded. This shall include having operators of 15-passenger vans attend van-specific training, including behind the wheel, on the road, training.	
●	15-passenger vans shall not be used to carry more than 9 occupants (including the driver) at any one time, except as provided in the following sentence. At the discretion and written approval of the Senior Vice President of Finance & Administration (UTAs Chief Business Officer), a UTA 15-passenger van may be used to carry between 10 and a maximum of 15 occupants (including the driver) on inner-campus, non-public streets only, provided that (1) the van does not cross over or travel on public streets, and (2) the van is not driven at a speed in excess of the posted campus speed limit, or in excess of 15 mph if there is no posted campus speed limit.	
●	UTA require seat belt use at all times by all occupants of 15-passenger vans.	
●	UTA require proper loading of vehicles. Consult the owner's manual to determine the maximum safety load for the vehicle and the proper distribution of that load. Passengers shall be seated only in recognized seats and in an arrangement designed to spread out the load. Luggage shall be placed in the rear behind the last seat and shall not be allowed on the roof when the van is being operated.	
●	UTA requires requires that 15-passenger van tires be inspected to assure the are properly inflated and not worn or damaged prior to each van operation.	
●	Limit the number of total hours a driver may drive to no more than ten hours in any twenty-four hour period. Trips requiring more than ten hours driving time to reach a point of destination will require overnight lodging.	
●	15-passenger van drivers shall take a mandatory thirty-minute rest break every four hours.	
●	For trips scheduled for longer than 2 hours, assign a navigator to assist each driver. The	
●	Must have valid drivers license.	
●	Driver(s) are on UTA EH&S approved drivers list.	
●	The person that checks out a 15-passenger van will only allow drivers that are on the approved UTA EH&S drivers list and have a valid drivers license operate the 15-passenger van.	

Vehicle # _____

TX DL # _____

Exp. Date _____

UTA ID# _____

Leave Date _____

Leave Time _____

Return Date _____

Return Time _____

Printed Name _____

Signature _____