

1. **Purpose & Definition.** This document is intended to provide standards for the safe use of any State-Risk-Management-insured vehicle that is designed to carry 12 or more passengers (hereinafter referred to as “large capacity passenger vehicle” or “LCPV”).

2. **Expectations.** All prospective drivers are expected to read and sign this document biennially, and before they are permitted to operate any LCPV.

3. **School Use Prohibition.** Per UCA 53-8-211.5, school districts and charter schools should never use a vehicle with a seating capacity of eleven (11) or more, including the driver, to transport their students, unless the vehicle meets federal school bus safety standards under 49 U.S.C §30101, *et. seq.* Due to the protective intent and language of this statute, State Risk Management believes schools are prohibited from transporting students in large passenger vans, even after removing one or more of the bench seats, when the manufacturer’s seating capacity is eleven (11) or more, including the driver, notwithstanding any other language herein.

4. **Age and License Requirements.** All LCPV drivers must verify that they meet the following minimum standards:

- a. Drivers who are 21 years of age or older may have no more than 70 points on their driving record and may have no reckless driving or drug/alcohol related violations with the previous three (3) years;
- b. If not otherwise prohibited from driving an LCPV by law, regulation or policy, all drivers between the ages of 18 and 21 must have a valid operator’s permit, may have no moving violations, and must have zero (0) points on their driving record.

5. **Experience/Training.** No one may operate an LCPV without having completed a State-Risk-Management-approved training, including Large Passenger Van Training. All LCPV drivers should also complete a Large Passenger Van refresher training every two years.

6. **Vehicle Familiarity.** Before operating any LCPV, all drivers must ensure they are familiar with the location, purpose, and operation of the following functions: windshield wipers; headlights; turn signals; hazard lights; cruise control; warning lights; and other operational switches/dials.

7. **Inspection Protocols.** All LCPV drivers must inspect their vehicles before each trip and must ensure that the following actions are taken, documented, and retained for at least three (3) years:

- a. LCPV Daily Pre-Trip and Post-Trip Inspection; and
- b. Weekly LCPV Inspection.

8. **Safety Rules.** All drivers must comply with the following standards while operating an LCPV:

- a. Every passenger must be properly seat-belted at all times;¹
- b. The use of cell phones and other electronic devices is prohibited;
- c. Distractions, such as eating, drinking, and other non-driving activities must be avoided;
- d. Baggage cargo should be stored in front of the rear wheels;
- e. No baggage cargo should be placed on the roof of the vehicle;
- f. Never operate a vehicle when impaired by alcohol, illegal drugs, prescription drugs, or non-prescription drugs;
- g. Never engage the cruise control on slick roads;

¹ This protocol does not apply to school buses that are not equipped with seat belts.

- h. Total driving time must not exceed 12 hours in a 24-hour period;
- i. Never exceed the posted speed limit and reduce speed appropriately for weather conditions and other hazards;
- j. During longer trips, take a break every two hours and rotate drivers whenever possible;
- k. Never drive between 11:00 p.m. and 5:00 a.m., unless you are returning to your home base and the return time will not exceed one (1) hour;² and
- l. Always adhere to applicable state and local laws, rules, and regulations.

9. Sprinter-Type Seating Capacity and Towing. Late model LCPVs, such as the Ford Transit, Nissan NV, and Mercedes/Freightliner Sprinter, depicted immediately below, may never exceed the manufacturer’s specified passenger count and weight capacity. Additionally, all insureds must strictly adhere to manufacturer specifications with regard to towing capacity and trailer tongue weight.³



10. Other LCPV Seating Capacity and Towing. Notwithstanding manufacturers’ recommendations to the contrary, the LCPVs depicted immediately below may not be used to carry more than nine (9) occupants, including the driver, due to their propensity to roll over. These vehicles should never be used for towing.



Exception: *If approved by agency management, the above-pictured LCPVs, and other similar vehicles, may transport up to twelve (12) occupants, including the driver, on roads with a maximum posted speed limit of 45 miles per hour or less. A road is any smoothed or paved surface, created for vehicular traffic, which is not an arterial road. An arterial road is a high capacity urban road or highway.*

I have read the foregoing instructions, affirm that I am trained and qualified to operate an LCPV, and agree to abide by all of the protocols listed above.

Date: _____

Signature: _____

Printed Name: _____

Department: _____

Division: _____

² This protocol does not apply to drivers who are required to operate LCPVs during the nighttime/early morning hours as part of their regularly scheduled duties; nor does it apply to drivers who operate LCPVs for emergency operations.

³ Based on current information, these vehicles, manufactured after 2012, appear to be relatively stable and less susceptible to a rollover accident, in part because they are equipped with electronic stability controls. State Risk Management may revise this protocol upon the receipt of scientific data indicating that these vehicles present significant risks to passengers.