



Procedure for Safe Use and Operation of University Vans

Division of Transportation and Parking

Department of Public Safety

Austin Peay State University

Intent:

The procedure is to establish the safe use and operation of university-owned, rented, borrowed, or leased 11/15-passenger vans for transportation of university faculty, staff, and students. Use of the vehicles is essential for adequate, safe, and responsible transportation for official University activities.

Scope:

The procedure affects all APSU-owned and/or rental 11 and 15-passenger vans. This procedure intends to improve the safety issues associated with the 11 and 15-passenger vans to avoid additional risks during operation. An individual, program, or department that elects to use this type of vehicle from an outside vendor for university business shall adhere to the procedures set forth.

Definitions:

- 11-Person Van: Commonly referred to as an 11-passenger van. This is a van that has an official capacity of no more than 10 passengers and a van driver.
- 15-Person Van: This is a van that has an official capacity of no more than 14 passengers and a van driver.
- Driver Training: All operators of both vans, including approved faculty and staff, must watch both training videos online.

Request Submission Process:

1. Visit the Parking and Transportation Website:
<https://www.apsu.edu/parking/>
2. Navigate to Van Reservations:
 - On the homepage, locate and click on the Van Reservations link.
3. Complete the Van Rental Request Form:
 - Click on the Van Rental link, which will redirect you to the Microsoft Forms page.
 - Fill out the online form with the following required information:
 - Department Name
 - Department FOAP
 - Contact Name, email address, phone number
 - Requested Date of Trip
 - Return Date of Trip
 - Destination
 - Purpose with confirmation documentation
 - Van Type
 - Driver name, A number, email address, phone number
4. Submission Confirmation:

After completing the form, submit your request. You will receive an email within 72 hours with confirmation of your request.

Pickup and Return Process:

1. Van Pickup:

- Location:

The van may be picked up from the Public Safety Department, located at Shasteen Building, 601 Hannum Street, Clarksville, TN 37040.
- Authorized Personnel:

Only the listed contact person and approved driver(s) are permitted to pick up the van. All drivers must be on the approved MVR (Motor Vehicle Record) list. If you are unsure whether your driver is approved, contact the Parking and Transportation Department before pickup.
- Pickup Packet:

Upon arrival at the Public Safety Department, the designated contact person or driver will need to complete a pickup packet. The packet includes the following forms:

 - Mechanical Checklist: To confirm the van is in good working condition before departure.
 - Acknowledgement of Rental Costs: A form acknowledging the rental fees associated with the van reservation.
 - Acknowledgement of Terms and Conditions: A form outlining the terms and conditions of the van rental.

- Request for Expenditure Transfer/Correction Form: To facilitate billing and payment procedures.
- Auto Accident Reporting Instructions: Guidelines to follow in the event of an accident while using the van.
- Damage Notification Form: Notification of damage occurred to an unoccupied vehicle.
- Inspection:
Before leaving, you will inspect the van for any pre-existing damage. If any issues are found, they must be noted on the Mechanical Checklist Form, and the parking staff must be immediately notified before you leave so you will not be held responsible. This will ensure the department is aware of the vehicle's condition at the time of pickup.

2. Van Return:

- Location:
The van must be returned to the Public Safety Department at the same address: Shasteen Building, 601 Hannum Street, Clarksville, TN 37040.
- Return Time:
Ensure the van is returned on time as indicated in the reservation confirmation. After hour returns must be turned in to Police Department Dispatch.
- Post-Use Inspection:
Upon return, a final inspection will be performed to ensure the van is in good condition. Any new damages will be documented, and the responsible department or individual will be charged accordingly. If a return is after the confirmation time and to the Police Department Dispatch, you will not be able to be present for final inspection and accept the results of that review by default.
- Refueling Requirement:
The van must be returned with a full tank of gas. If the van is not refueled, a refueling charge will be applied.

Fees and Charges:

- The FOAP listed on Microsoft Forms will be charged a rental fee of \$100 for days 1-7. The cost increases to \$200 on week two, days 8-14.
- Fuel Policy: The vehicle must be returned with a full tank of gas. If the vehicle is not returned with a full tank, a refueling fee will be charged at the current market rate, plus a \$100 service fee.
- Cleaning Policy: The vehicle must be returned in a clean condition, free of excessive dirt, trash, and debris. If the vehicle requires cleaning beyond normal wear and tear, a minimum \$100 cleaning fee will be applied.
- Paperwork Completion: The renter agrees to complete and return all required paperwork to the Public Safety department at the time of vehicle return. Failure to complete and return the required paperwork will result in a \$100 administrative fee.

Additional Notes:

- Availability: Van availability is on a first-come, first-served basis.
- Compliance: All users must adhere to the university/organization vehicle policies and procedures during the rental period.
- Employees may not have vans for more time than is necessary.
- Vans may not be used for personal errands or non-university business. University insurance may not cover incidents that occur outside of university business, and the driver may be personally liable.

Approved Driver List Protocol (15/11 Passenger Vans)

The Department of Transportation and Parking will maintain an Approved Driver List for operating the university's 15-passenger van fleet. The approval process requires coordination between the Department of Transportation and Parking, Human Resources (HR), and the department employing the driver. New drivers must submit pertinent information to the Department of Transportation and Parking at least 1-week prior to van pick-up to allow for the completion of the process below.

*Process Steps.***1. Submission of Driver Name for MVR Check**

- The Department of Transportation and Parking submits the prospective driver's name and driver's license information to Human Resources (HR) for a Motor Vehicle Record (MVR) check.
- The department where the driver is employed provides the FOAP for payment.

2. HR Conducts MVR Check

- HR completes the MVR check and forwards the results to the Department of Transportation and Parking.

3. Transportation Department Reviews MVR Results

- The Department of Transportation and Parking applies the eligibility criteria (see below) to determine if the driver qualifies for the Approved Driver List.

Eligibility Criteria.

To be placed on the Approved Driver List, an individual must meet the following requirements:

1. Age Requirement: Must be over 23 years old.
 - If the driver is 70 years old or older, they must supply a doctor's note certifying their ability to operate oversized vehicles safely.
2. Driving Experience: Must have at least two (2) years of continuous driving history.
3. Driving Record:
 - No infractions on MVR for drivers who are 24 years old or younger. Meaning a perfect driving record is required for this age group.
 - Drivers that are 25 years old and older may have no more than 2 major violations in the last 5 years. Major violations include, but are not limited to, the following:
 - DUI
 - Reckless or Negligent driving
 - Driving on a suspended, removed or invalid license
 - Hit-and-run/Leaving the scene of an accident
 - Speed racing or Evading law enforcement
 - Vehicular Assault or homicide
 - Driving 20 over a posted speed limit
4. Employment Status: Must be a full-time university employee.
4. License Requirement: Must have a current and valid driver's license.

Unauthorized drivers are strictly prohibited from using these vehicles.

Requirements to Reserve a Passenger Vans.

1. Must be on the Approved Driver List.
2. Must have viewed passenger vans operating safety video.
3. Must complete and sign the Vehicle Check-Out Checklist before operation.

Record-Keeping & Compliance.

- The Department of Transportation and Parking will maintain the Approved Driver List and update it periodically. The approved driver list will be sent to the university departments at the start of each semester for confirmation. The confirmed list of drivers will be shared with the Insurance Company at the beginning of each semester.
- Drivers must requalify annually, including a new MVR check, to remain on the list. The department is responsible for paying for the MVR annually.
- Departments must ensure their employees remain compliant with these requirements.

Driver Expectations

Pre-Trip Inspection

Ensure inspection is completed before leaving the lot with the van.

Experience:

Eleven or Fifteen-passenger vans should only be driven by experienced, licensed drivers. A commercial driver's license is ideal but not required. It's important to know that 11 or 15-passenger vans handle differently than cars, especially when fully loaded.

Attention:

Stay focused on the task of safe driving by being well rested, never using a handheld phone at the wheel, and limiting conversation with other passengers. Drivers shouldn't drive more than 8 hours per day.

Alcohol or illegal drugs are strictly forbidden.

Do not read maps or adjust a GPS while driving

Speed:

Always obey the posted speed limit, and reduce your speed as needed based on road or weather conditions. 11/15 Passenger vans require additional braking time and cannot handle abrupt maneuvers the way cars can.


Seatbelts:

All occupants must wear seatbelts at all times.

Tire Pressure:

Inspect the tires and check tire pressure before each use. Excessively worn or improperly inflated tires can lead to a loss of vehicle control and possibly a rollover

Occupancy:

Never allow more than 15 people to ride in the 15-passenger van or 11 people in the 11-passenger van. Fill the seats from front to back: when the van is not full, passengers should sit in seats that are in front of the rear axle. Wheelchairs and occupants must be properly restrained in the designated area.  Please watch the video for additional information.

Cargo:

Cargo should be placed forward of the rear axle. Avoid overloading the van or placing any loads on the roof. The owner's manual has the maximum weight of passengers and cargo.

Size:

An 11- or 15-passenger van is substantially longer and wider than a car and requires more space to maneuver. It also requires additional reliance on the side-view mirrors for changing lanes. The weight of the van slows it down, and it may need a greater distance to reach highway speeds.

Accidents:

[Follow the Auto Accident Reporting Instructions](#)

Contact the immediate supervisor who shall inform Parking and Transportation.

Authorize Passengers:

It is the responsibility of all users of University vehicles to reduce the University's potential liability by limiting University vehicle passengers to employees, students, or guests of the University who are on official business. A guest is a person who is invited by a University employee and is over the age of 17.

Passengers who are not University employees, students, or guests on official business may be authorized to ride in University vehicles when their presence is consistent with university business or functions and approved by the Vice President for Finance and Administration.

University employees may have guests, spouses, or children accompany them while traveling on University business or while driving a University vehicle, provided that the department that the employee works for is advised in advance of the trip and when a minor child is traveling, the parent (employee) understands they are responsible for the child's actions and are responsible for ensuring the child follows all safety policies, including seat belt and required child restraints.

Smoking Policy:

All smoking, vaping, and tobacco usage is strictly prohibited in any state-owned vehicle.