

Large Passenger Van Policy

For this policy, **large** passenger vans are defined as 12 passenger vans. **Effective immediately and without exception, 15 passenger vans are not to be used for UNO sponsored travel.**

Driver Requirements:

- a. Have a valid driver's license.
- b. Be at least 20 years of age.
- c. Provide current driver's license number to Environmental Health & Safety (EHS) 15 days prior to the trip for DMV check.
- d. Successfully complete van safety training one week prior to trip - refresher training is required every three years.
- e. Sign "Vehicle Use Acknowledgment" one week prior to trip.

Limitations and Special Requirements:

As with any vehicle operated for University purposes, drivers are expected to operate vans in a safe and responsible manner, complying with all State and Federal laws and regulations. In addition, the following procedures and conditions must be followed:

- a. Complete a pre- and post-inspection of the vehicle and report any negative findings to the vendor and UNO Risk Management.
- b. Check tire inflation during each re-fueling or prior to the return trip to campus.
- c. Vehicle occupancy must not exceed 12 people, including the driver.
- d. Headlights must be on at all times.
- e. Roof mounted loads and trailer towing are prohibited.
- f. Maximum speed is 65 mph or the posted limit, whichever is lower.
- g. Drivers must ensure that all occupants of the van are wearing their seat belt.
- h. Drivers will not use a cell phone while driving.
- i. Avoid overloading the rear section - keep the supplies and materials in front of the rear axle.
- j. The driver is limited to 400 miles per day.
- k. Driving is not permitted between 1:00 a.m. and 5:00 a.m.
- l. Each driver will drive no more than four continuous hours and no more than eight total hours in any 24 hour period.
- m. Smoking is prohibited in all University owned or leased vehicles.

Other Considerations: UNO departments are responsible for providing to EHS "driver lists" and complying with all aspects of this policy, including ensuring that training is completed by each driver. The University has the authority to revoke driving privileges at any time.