

AP 552 – USE OF 15 PASSENGER VAN

Background

15 passenger vans are a higher risk vehicle because of difficulty with handling at highway speeds, weight and balance problems, lack of proper driver instruction, and an increased propensity for roll over accidents.

Procedures

1. The following operational procedures shall be followed when using 15 passenger vans:
 - 1.1 The driver shall not exceed traffic speed limits;
 - 1.2 The driver / supervisor shall ensure 10 passengers or less are seated ahead of rear wheels;
 - 1.3 The van shall not exceed a total of 15 passengers;
 - 1.4 All passengers shall use seat belts at all seating positions;
 - 1.5 All luggage and sports gear must be secured inside of the van;
 - 1.6 Ensure all of the passenger and cargo weight is well balanced from front to back preventing the weight from being only in the back;
 - 1.7 Student accident insurance shall be in place for all occupants of the vehicle; and,
 - 1.8 Cell-phone is required in the vehicle.
2. The Principal shall designate and approve the driver(s) of the van before departure.
 - 2.1 Form 552-1 needs to be submitted to the Transportation Supervisor two weeks prior to departure.
 - 2.2 LCSD employees or volunteer drivers 25 years of age or older will be permitted to operate the van.
 - 2.3 The school board's general liability insurance will cover the driver.
 - 2.4 Criteria for approval shall include:
 - 2.4.1 Students shall not operate the van at any time.
 - 2.4.2 The driver(s) are required to provide a copy of a valid driver's license to the Transportation Supervisor.
3. The LCSD van may be used to transport students for the following:
 - 3.1 The Principal shall determine if an additional driver(s) or an adult supervisor in addition to the principle driver of the vehicle is necessary. Consideration will be given to the maturity of the students, to the length of the specific trip, inclusion of other children who are not participating in the school sponsored event, as well as, traffic and weather conditions. Furthermore when the driver is driving and supervising and/or coaching, consideration needs to be given to the total hours of supervision and/or coaching that may lead to driver fatigue.
 - 3.2 The use of the van will follow the same weather and road condition procedures defined in AP132 Inclement Weather.

Reference: SSBA