

Siena College
12-Passenger Van Driver
Safe Driving Practices Acknowledgement Statement

Driver refers to an employee/volunteer of Siena College operating a 12-passenger van under the direction of the College. All van drivers are required to complete this form prior to initial operation of the van. A copy of the signed form will be on file with the Risk Officer, and a copy provided to the driver.

Risks Associated with Operating 12-Passenger Vans

1. The National Highway Traffic Safety Administration's (NHTSA) safety advisory recommends that drivers insist all occupants wear safety belts at all times. Drivers should verbally remind van passengers that safety belts are to be properly used until the vehicle is stopped and legally parked.
2. Drivers should visually check passenger safety belt use, and during transit, stop and legally park the van if made aware of passenger safety belt non-use.
3. The weight of the van, particularly when fully occupied, causes the center of gravity to shift rearward and upward increasing the likelihood of a rollover.
4. The shift in the center of gravity will also increase the potential for loss of control in panic maneuvers.
5. The weight of the van when fully occupied requires additional stopping distance, an especially important factor in rain, fog, or other difficult driving situations caused by weather conditions.
6. The width of the van allows for less lane room.
7. The length of the van increases distance needed for making turns, changing lanes, and braking.
8. General maintenance of the vehicle, including proper tire pressure is important to safety, and can be referenced in vehicle owner's manual.

BASIC DRIVING PRACTICES FOR SAFE VAN OPERATION

- Driving at posted or lower speeds.
- Adjusting to lower speeds for special conditions such as: rain, snow, fog, wind, and any other condition impacting visibility, stopping distance or general safe handling of the vehicle.
- Minimizing potential driver distraction by using cell phone or other electronic devices ONLY when the van is safely stopped or asking passengers to assist with calls for emergency situations.
- Properly loading passengers and equipment, and never placing equipment/luggage on the top of passenger vans.
- Minimizing driver fatigue on long trips by one or more of the following: driving rested, taking appropriate breaks, or sharing driving with authorized drivers. Follow College policies on travel time restrictions.
- Not driving while under the influence of intoxicating beverages, drugs, or any other impairing substances as advised by health professionals.

I have read and understand potential risks involved while operating a 12-passenger van.	(Initial)_____
I am aware the handling characteristics of a 12-passenger van may change dramatically, especially when fully loaded.	(Initial)_____
I understand extra caution is required when operating a 12-passenger van, including reduced speed.	(Initial)_____
I understand van driver/passenger safety belt use is required and will remind passengers and visually check for belt use. I will stop and legally park the van if made aware of passenger non-use during transit.	(Initial)_____

Driver's Name (Print) _____ Date _____

Driver's Signature _____