

Siena College 12-Passenger Van Vehicle Use Agreement

Prior to making a trip, any driver of 12-passenger vans transporting passengers for Siena College sponsored travel must complete the Vans, Large Passenger – Avoiding Rollover Accidents Training Program and initial and sign this form. A copy of the 12-Passenger Van Policy can be found on the Siena website on the Policies Page. For training, please contact Lori Ehrensbeck, Risk Officer, at 782-6774.

Auxiliary Services Responsibilities

1. Drivers License – Confirm that the driver has a valid driver’s license with a clean record and is 25 years or older and has been driving for two years.
2. Training – Ensure that the driver has completed the Large Passenger Van Training one week prior to the first trip.
3. This agreement – Assure that this form is completed and returned to Risk Officer one week prior the trip.

Driver Responsibilities

_____ I have a driver’s license valid under NYS law and a clean record. I am 25 years or older and have been driving for two years. I am an employee/volunteer of Siena College.

_____ I have successfully completed and passed the Large Passenger Van Training.

_____ I will notify the Office of Transportation Services and Risk Officer if my driver’s license status changes between my scheduled trip and the DMV record check.

_____ I will assure that all driver’s and passengers wear seat belts.

_____ I will check the tire pressure of the vehicle before and periodically during the trip.

_____ I will follow all the other rules as outlined in the 12-Passenger Van Policy.

Driver’s Name Print _____ Date _____

Driver’s Signature _____ Phone # _____

Transportation Services Name Print _____ Date _____

Transportation Services Name Signature _____

Criteria for Restricting a Driver from Driving a 12-passenger van

Within the past three (3) years, any suspension/revocation of license for reckless driving, hit and run, leaving the scene of an accident, failure to appear, DUI, or other vehicle-related felony; or for multiple traffic offenses (4 moving violations/infractions in 12 months/5 moving violations/infractions in 24 months) resulting in a Conditional Status driving record or subsequent suspension/revocation of license, or 6 or more moving violations within a 12-month period resulting in license suspension.

Return to Office of Transportation Services, Trustco Bank Center Room 116