



# Standard Administrative Procedure (SAP)

## 24.01.99.L0.02 Van Safety

**First Approved:** July 10, 2011  
**Last Revised:** July 10, 2014  
September 12, 2017  
July 28, 2022  
**Next Scheduled Review:** July 28, 2027

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### Procedure Statement and Reason for Procedure

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This SAP is intended to establish minimum safety requirements for the use of large capacity passenger vans with a seating capacity up to 15. This SAP is applicable to Texas A&M International University (TAMIU) faculty, staff, and student employees using such vans.

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### Procedures and Responsibilities

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1. VEHICLE RESTRICTIONS
  - 1.1 Rooftop luggage carriers or racks will not be used on vans. Manufacturers advise such use of rooftop luggage carriers could render the operation of the vehicle unsafe and could cause the vehicle to be top heavy.
  - 1.2 Luggage/cargo carried inside the van should be packed as close to the floor as possible. Stacking luggage or cargo above the level of the van seat backs should be avoided. The luggage/cargo should be restrained as necessary to secure those items from shifting or falling in the event of an accident. Heavily loaded vans should have the load distributed evenly, and excessive loading behind the rear axle of the van should be avoided.

## 2. TRAINING

TAMIU's Office of Environmental Health and Safety (EHS) shall provide drivers with training instruction specific to the operation of large capacity passenger vans. This face-to-face training is required before authorization will be given to operate a large capacity passenger van. Training is required for the use of leased and or rented vans.

## 3. DRIVER QUALIFICATIONS

- 3.1 Drivers must be at least 18 years of age.
- 3.2 Drivers must be TAMIU employees.
- 3.3 Drivers must possess and carry a valid driver's license.
- 3.4 Drivers must receive 12-15 passenger van operation training every 3 years as provided by EHS.

## 4. PASSENGER AND DRIVER RESTRICTIONS

- 4.1 The number of passengers (including the driver) should not exceed the number of working seat belts in the vehicle.
- 4.2 All passengers should be properly seated with seat belts fastened any time the vehicle is in motion.
- 4.3 Passenger behavior that may distract the driver should be avoided.
- 4.4 Drivers shall not engage in the following activities: smoking, operating a mobile device, texting, eating, horseplay while in the vehicle, picking up hitchhikers, exceeding the posted speed limits, and disobeying other local, state, and federal motor vehicle laws.
- 4.5 Drivers shall not drive under the influence of alcohol or drugs. If the driver is taking prescription drugs, he or she must check the warning label of the prescription drug for effects on driving. Drivers shall not drive while sleepy or inattentive or drive too fast for the conditions (weather, night driving, road conditions, etc.).
- 4.6 On lengthy trips, drivers must begin the trip well-rested and alternate trained drivers should be used to avoid fatigue.
- 4.7 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.

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## Contact Office

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