VAN USE – EXHIBIT D

University employees, students and volunteers must comply with the university Passenger Vehicle Use section of this policy when driving a vehicle on university business for a university-related activity, as defined in the policy. This appendix describes additional safety precautions applicable to the operation of passenger vans, as defined below. It applies to passenger vans owned by the university as well as rental or personally owned vans, all to the extent provided in the Vehicle Use Policy. Please be aware that leased passenger vans cannot be operated or used in Canada.

For this appendix, a passenger van refers to a full-size passenger van, including conversion vans. Sports utility vehicles (SUVs), pick-up trucks, and mini vans are not considered vans, but their use remains subject to the Vehicle Use Policy. Mini vans are vans (that can look like SUVs) with seating for no more than 8 passengers, but note that some conversion vans, which are covered by this Appendix, accommodate only 8 passengers.

All passenger van drivers must comply with the requirements of the policy, including the Driver Conduct – Appendix 2 requirements. The policy requires that all drivers of passenger vans who are driving on university business or for a university related activity complete the Passenger Van Safety Training Course, unless exempted by a supervisor. This applies to university passenger vans as well as vans that are owned by employees or other individuals, as well as rental vans. In addition, passenger van drivers must:

* Be at least 21 years of age or older, with a minimum of three years' driving experience;
	+ Approval may be granted for drivers 19 years of age if the trip is within local limits and does not require driving on interstates.
* If renting a vehicle from Enterprise/National drivers must be 21 years of age.
* Drive only within the Commonwealth of Virginia or within a 250-mile radius of Norfolk unless specific written authorization is granted by the appropriate university official.
* Not drive between 10:00 p.m. and 6:00 a.m. without permission of the appropriate university official.
* Take care loading passengers and equipment. Vans may not be used to tow trailers. Overhead (roof-loaded) loads may not be carried.
* Always keep headlights on while driving.
* Complete the attached van operations checklist and ensure that copy is available in the van (Predeparture Checklist – Passenger Van).
* Execute a driver authorization form (Faculty/Staff Driver Authorization Form (PDF) and Student Driver Authorization Form (PDF)), if required by the Policy.