The University of Southern Maine

PASSENGER VAN DRIVER SAFETY TRAINING
POLICY:

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Statement of Purpose:
Operating passenger vans can pose significant risk to the operator, passengers, or the general public if not driven correctly. In response to this risk, the University of Southern Maine has developed training requirements to ensure the safety of all involved parties.

1.0 General Overview
The following steps must be taken by all faculty, staff, students, and volunteers who wish to drive University owned or leased multi passenger vans not to exceed 9 passengers including driver:

a. Van driver candidates must submit their license to Facilities Management.
b. Once license information has been processed and driver candidates are cleared, Passenger Van Driver Safety Training must be taken.
c. After online training has been completed and passed, a driving road test must be completed.

2.0 Online Training

a. Online training may be viewed at the following website: http://usm.maine.edu/sites/default/files/safety/Van%20Defensive%20Driving%20USMRev1_1.pdf
b. After completion of the Passenger Van Driver Safety Training, the corresponding quiz that is linked below the course must be taken.
c. In order to pass the written portion of the training, van driver candidates must receive a 100% on their quiz.
d. The online training and quiz must be retaken every three years.

3.0 Driving Test

a. As of January 2013, all new van driver candidates must successfully complete a driving road test (conducted by an EH&S staff member).
b. Once the driving test has been successfully completed, it does not have to be retaken when training is renewed after three years.

4.0 Exceptions
Van driver training is not required when renting a University owned minivan. This driver training is however required when leasing a passenger van from an outside vendor.