Van/Mini Bus Training Guidelines
POLICY:

MULTI PASSENGER VAN/MINI BUS TRAINING
GUIDELINES

Statement of Purpose:

9 passenger vans or 14 passenger mini buses can pose significant risk to drivers, passengers, and pedestrians. 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 multi passenger vans/mini buses:

a. Potential drivers must submit their license to Facilities Management.
b. Once license information has been processed and potential drivers are cleared, Van Driver Training must be taken.
c. After online training has been completed and passed, a driving 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%20USMre
   v1_1.pdf
b. After completion of the Van Driver Training, the corresponding quiz linked below the course must be taken. In order to pass the written portion of the training, potential drivers must receive a 100% on their quiz.
c. The online training and quiz must be retaken every three years.

3.0 Driving Test

a. As of January 2013, a driving test (conducted by an EH&S staff member) must be completed by all first time drivers.
b. All drivers who successfully passed the written Van Driver Training before January 2013 are grandfathered and therefore do not have to take the practical driver test when renewing their training after three years.
c. Once the driving test has been successfully completed by a driver, it does not have to be retaken when training is renewed after three years.

4.0 Exceptions

Training is only required when renting/operating a University owned 9 passenger van or 14 passenger mini bus. Vans rented through outside entities do not require University training.