



ALABAMA MUNICIPAL INSURANCE CORPORATION MUNICIPAL WORKERS COMPENSATION FUND, INC.



Loss Control Division

15-PASSENGER VANS “BEST SAFETY PRACTICES”

- 1. Allow only trained and certified drivers to operate the vehicles.**
 - a. Minimum age of driver should be 21.
 - b. Driver should have a minimum of two years driving experience.
 - c. A violation check should reveal no more than one moving violation within the last 12 months.
 - d. No violations or traffic stops related to alcohol.
 - e. Successful completion of a Defensive Driver training program within the past two years.
 - f. A road test with a designated driver coordinator/trainer within the last 12 months.
 - g. Possess a valid driver’s license appropriate for the vehicle being driven.
 - h. An inexperienced driver should be given practice operating the van under the supervision of a trained driver prior to being allowed use of the van.

- 2. Drivers should be responsible for inspecting the vehicle prior to leaving the parking site.**
 - a. Any defects should be noted and corrected prior to departure.
 - b. All equipment and luggage carried should be secured in a safe manner.
 - c. Weather conditions should be evaluated and travel should be curtailed when conditions are hazardous. (This includes but not limited to fog, heavy rain, snow, ice, high winds, etc.)
 - d. Trailers should be prohibited.
 - e. Roof mounted loads should be prohibited.

- 3. There should be a suitable number of drivers for the trip, based on the distance being driven.**
 - a. There should be one driver for every 400 miles being driven.
 - b. A driver must rest at least a half-hour for every two consecutive hours of driving.
 - c. It is suggested that no driver should drive more than four hours a day.
 - d. Drivers should not drive between 9:00 p.m. and 6:00 a.m. without special permission.
 - e. Drivers should not use a cell phone while driving.

- 4. Passengers should adhere to the following rules:**
 - a. All passengers should wear seat belts at all times while traveling.
 - b. Passengers should use only seats equipped with seat belts.

- c. No alcohol or drugs should be consumed or allowed in vehicles.
- d. Vehicles should not be overloaded and tires should be properly inflated based on the load carried.

5. Other safety considerations.

- a. Vehicle headlights should be on when driving.
- b. Drivers should not drive a vehicle that is not operating properly.
- c. Drivers must obey all traffic regulations, including posted speed limits.
- d. Vehicles should be limited to no more than **10** passengers (despite being 15-passenger vans, the maximum number of passengers should be 10).
- e. A cell phone, charged battery and a battery charger should be provided for each vehicle/trip.
- f. Students should **not** operate 15-passenger vans or trucks.

NOTE: This document is not intended to be legal advice. It does not identify all the issues surrounding the particular topic. Public agencies are encouraged to review their procedures with an expert or an attorney who is knowledgeable about the topic. Reliance on this information is at the sole risk of the user.