

Policies for van use and safety.

Commitment to safe driving is important especially while transporting students. The 15-passenger vans handle differently from regular passenger vehicles, so drivers need to be focused on driving. The Council asks everyone who drives the vans to take precautions that will minimize distractions. These include no eating or drinking while driving (finish your snacks before getting back in the van), and limiting conversations with passengers. If the driver requires information to be obtained or given via a mobile phone, a passenger should be designated to use the phone and to do the talking. When multiple vans are going to the same destination, the vans should travel as a group so that assistance can be given in case of a mishap.

Drivers need to complete the safety checklist and be sure that a passenger roster and student emergency contact forms are completed, and copies of the roster and contact forms given to the stockroom, *prior* to departure.

All new graduate students are expected to complete the van safety training during the orientation week prior to the start of classes. Opportunity to practice driving the vans will be made available prior to driving them for a course

The primary purpose for use of departmental passenger vans is for class-related transport of students. Use is limited to trips within a 100-mile radius of Gainesville. For uses other than teaching courses, users will be responsible for paying for fuel and a mileage fee. Vans will be maintained as well as possible, but if a van breaks down during a trip, non-teaching users are responsible for getting repairs done (at department expense), that are needed to continue the trip (in other words, staff will not come rescue you).

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