

# LAFAYETTE COLLEGE

## **Large Multi Passenger Vehicle Program**

# Lafayette College Large Multi Passenger Vehicle Program

Public Safety Department – Environmental, Health and Safety (EHS) Division

Standard Operating Procedure (SOP) #46 – August 2024

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Environmental, Health and Safety (EHS) Division  
Standard Operating Procedure (SOP) #46

## **PURPOSE**

This program is intended to provide consistent standards for the safe operation and use of large vehicles on Lafayette’s campus, to make all operators aware of the hazards that exist and to prevent any damage or injuries that may occur while operating such vehicles.

## **SCOPE**

This program applies to the operation of all large multi passenger vehicles. All vehicles operated on university property and all students, faculty, staff, vendors and independent contractors, as well as campus visitors are governed by this policy.

## **RESPONSIBILITIES**

### Department Heads

Ensure all authorized employees have a valid driver’s license and are certified to drive through the driver approval process described in the College’s Transportation Policy.

Ensure contractors, students, vendors, and volunteers have a valid driver’s license, and are certified to drive through the driver approval process described in the College’s Transportation Policy.

### Supervisors

Verify that all potential operators have a valid driver’s license, and are certified to drive through the driver approval process described in the College’s Transportation Policy.

Authorize the use of large multi passenger vehicles in accordance with this program, monitor and enforce compliance, and maintain records

Train drivers using materials provided by Environmental, Health and Safety. Training will include reviewing this program, watching a safety video and evaluating the operator by using the quiz included in this program (Appendix A).

### Operators

- Must have a valid driver’s license and obtain authorization from the College.
- Review this program and complete training.
- Operate the vehicle in a responsible manner and in accordance with this program.
- Inform supervisor of any accident, incident, near miss, or any problems with the vehicle.

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## **TRAINING**

Training shall include reviewing this program, a safety training video and evaluating the operator by using the quiz included in this program (Appendix A).

Training must occur prior to use of the large multi passenger vehicle. Re-training will occur when an injury or property damage incident occurs or when an authorized operator is not meeting the expectations of this program.

Training is documented on a training checklist located within the Public Safety Environmental, Health and Safety Department.

## **INCIDENT REPORTING PROCESS**

All incidents resulting in injury, property damage, or near misses shall be reported immediately by the operator to their supervisor and Public Safety (610-330-5330).

## **GENERAL SAFE OPERATING PROCEDURES**

Approved operators are subject to all Lafayette College Transportation Procedures while operating a golf cart or utility vehicle and are reminded of the following in particular:

- Operators must obey all traffic rules and regulations.
- Operators must drive more slowly around turns and on hills.
- Operators will not overload multi passenger vehicles.
- Do not exceed the recommended load capacity
- All operators and passengers must comply with the following while the vehicle is in motion:
  - Wear safety belts and use hand grips, if available;
  - remain seated;
  - Keep all body parts (e.g., arms, hands, legs, feet, etc.) inside the vehicle at all times;
- Operators shall not use cell phones or other communication devices while driving
- Headphones or earbuds may not be used while operating the vehicle.
- Operators may not leave the keys in the vehicle when unattended.
- Operators will not drive and will not ride in the vehicle while under the influence of alcohol, illegal drugs, or medications that cause drowsiness.

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## APPENDIX A

### Training Checklist

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## Large Multi-Passenger Vehicle Operator Training Checklist

Training Status:  Original  Refresher

Operator Name: \_\_\_\_\_

Trainer Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

*The operator shall be instructed on the following topics. Check off items as completed.*

Vehicle Loading Operations	
<input type="checkbox"/>	Vehicle loading from front to back seats. When the van is not full, passengers should sit in seats that are in front of the rear axle.
Operation of Controls	
<input type="checkbox"/>	Lights, turn signals, and horn; located and tested
<input type="checkbox"/>	Emergency brake located
<input type="checkbox"/>	Accelerator and brake pedal identified
<input type="checkbox"/>	Gear switch located
<input type="checkbox"/>	Back-up warning device and safety strobe light if applicable
Driving Routes, Speeds, Safety, and Storage	
<input type="checkbox"/>	Provide operator with a copy of the large multi passenger vehicle best practices form.
<input type="checkbox"/>	Drive at a safe speed based on driving conditions. Driver should never exceed the posted speed limit. Always slow down if the roads are wet or icy because these vehicles do not respond well to abrupt steering maneuvers and require additional braking time.
<input type="checkbox"/>	Reinforce awareness while driving - Operators will not drive and will not ride in the vehicle while under the influence of alcohol, illegal drugs, or medications that cause drowsiness.
<input type="checkbox"/>	Driver should be well rested and attentive to driving at all times. Cell phone use by the driver while the van is in motion is prohibited. Driver should also limit conversation with other passengers, and drive time should be limited to eight hours per 24-hour period.
<input type="checkbox"/>	Operators shall conduct a daily inspection to ensure vehicle is in proper working order. Inspect the tires and check tire pressure before each use. The van's tires need to be properly inflated and the tread should not be worn down. Excessively worn or improperly inflated tires can lead to a loss of vehicle control and ultimately a rollover. A placard on the driver's side B-pillar or the owner's manual lists manufacturer recommended tire size and pressure.
<input type="checkbox"/>	All occupants need to wear seat belts at all times. Inspect seat belts regularly and replace any missing, broken or damaged belts and/or buckles

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	Operators shall report all close calls, property damage, and/or injury incidents to their supervisor and <b>Public Safety 610-330-5330 – off campus accidents should utilize 911</b>
	<b>Parked vehicles must be secured by removing keys to prevent unauthorized use</b>

**Retain copy of completed form and send copy to Environmental, Health and Safety – 901 Bushkill Drive**