

Van Safety Training



Because of recent, fatal accidents involving 15-passenger vans, the state of Texas passed a law (effective September 1, 2002) requiring state agencies to provide van safety awareness training as a prerequisite to approve drivers.

If your department owns or plans to rent a 15-passenger sized van, drivers must complete the Texas Tech training course before being authorized to drive one of these vehicles.

Class prerequisite: Each driver must be on the Texas Tech approved driver's list. (See TTU OP 79.13 at <http://www.depts.ttu.edu/opmanual/OP79.13.pdf> to learn how to submit the necessary forms to the Office of Risk Management. This applies to faculty, staff, and students who drive any 15-passenger van as part of their job duties, or as part of a university-related activity.)

For more information about the requirements and steps to be on the approved drivers' list, go to the Office of Risk Management Web site at <http://www.texastech.edu/System/riskmang/>.

Quality Service & Professional Development provides this mandatory training course at no charge to all university 15-passenger van drivers.

To see the schedule of classes and to pre-register, go to the Quality Service & Professional Development Web site, <http://www.depts.ttu.edu/quality>.

Classes will be held at Texas Tech Plaza, 19th and University, unless otherwise specified.

Van Safety Training is an activity-based, 2½-hour class with participant involvement in small group discussions and exercises. Participants will learn the essentials of the following:

- Van Characteristics
- Van Inspection
- Safe Driving Skills
- Driving Environments
- Special Considerations
- Transporting Cargo
- Transporting Passengers
- Accidents
- Operator Conduct

Participants who successfully complete the course will receive a certificate of completion.

Who should attend? This class is mandatory for all university 15-passenger van drivers.

NOTE: Please have your driver's license information available when you come to class.

For more information about the course: Contact Linda Jackson, Quality Service & Professional Development, (742-0530, ext 276) or linda.jackson@ttu.edu. If you have questions about online registration, send an e-mail to quality.registration@ttu.edu or call 742-0530, ext 274.

Planning a Trip? Going to drive?

Whether you use a vehicle owned by Texas Tech University or plan to rent one from an outside agency, there are some things you must know! These requirements apply to employees and students as prescribed in Operating Policies 79.13, 80.07, and 80.08. You need to carefully review the operating policies before you go on your trip. The following tips will help you get off to a running start.

Plan ahead. You could need 15-30 days to comfortably complete the process.

- 1) You must have approved driver status. Requesting approved driver status is easy! Driver approval does not automatically renew each year. If you haven't taken the following steps in the past year, you probably do not have approved driver status.
- 2) Complete the Driver Approval Request form and fax or mail it to the Office of Risk Management, contact information is below. This form is attachment A of OP 79.13 and can be printed and copied. Here is the URL: <http://www.depts.ttu.edu/opmanual/OP79.13.pdf>.
 - a) Allow 5 working days for approval.
 - b) Please print legibly or type the information on the approval request.
 - c) Things that cause trouble and delays in processing your approval request are:
 - i) Illegible handwriting.
 - ii) Transposed numbers in the driver license number or birth date.
 - iii) Missing information. Fill in ALL the blanks.
 - iv) Missing driver signature. Can't request your record without it!
 - v) Missing supervisor or advisor signature. Won't request your record without it!
- 3) Want to know what is considered for approved driver status? Review the Driver Evaluation Form at: <http://www.depts.ttu.edu/opmanual/OP80.07.pdf> and go to Attachment B.
- 4) If you plan to drive a 15-passenger van you must complete annual 15-passenger van safety training. If you have not done so, contact Quality Service & Professional Development to reserve your training slot. You can find the schedule and register online at <http://www.depts.ttu.edu/quality/> Look under State Mandated Training.

Have you met all the requirements above and have approved driver status with van approval, if needed?

If so, you are ready to go.

Don't forget to review the operating policies listed above and most of all, have a safe trip!

Contact Information:

Driver Approval/15-passenger Van Approval

Texas Tech University System
Office of Risk Management
MS 2003
Phone: 806-742-0212
Fax: 806-742-3018
Debbie Etie or Steve Bryant

15-Passenger Van Safety Training

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