Van Driver Check-Ride Policy

General Description

Policy Summary:
A pool vehicle is defined as an 11-person (1 driver, 10 passenger) van. The certification process engages the following departments, in this order: Risk Management and Insurance, Environmental Health and Safety, and Facilities Services. All personnel must follow each step to become certified.

"Check-rides" are conducted on the *first and third Wednesday* of every month from 8:30am-11:30am, and are first come-first serve. Please report to the Department of Environmental Health and Safety, located on the second floor of the Facilities Services Building.

Purpose:
To establish standard operating procedures for the operation of Trinity University “pool vehicles” to promote safety, prevent injuries and property damage.

Exceptions:
None.

Policy Content

Authorized Procedures

How do I become authorized to drive a Van?

2. After you have been authorized, complete the online SafeColleges Course entitled 15-Passenger Van Safety. Please note that you will only be driving 11-passenger vans owned by Trinity.
3. Once you have passed the training with 90% or better, you are now eligible for a check ride. A check-ride consists of you driving the 11-passenger van and applying what you learned in the online course. Register for a check ride by clicking here.
4. Upon completion of check-ride, Environmental Health and Safety will issue you a Van-Driver Card. The Van-Driver Card must be on-hand to check-out and operate the vehicle. You must login to T-SPACE by clicking here, and using the reservation system to place a vehicle reservation.

Your Van-Driver certification is tied to your Authorized Driver status. Contact the Office of Risk Management and Insurance if an accident occurs; van-driver training must be repeated or by
nature of losing your Authorized Driver status. If you are unsure of your Authorized Driver status, click here.

Requirements

Approvals:
VP for Finance and Administration

Terms and Definitions:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pool Vehicle</td>
<td>A pool vehicle is defined as an 11-person (1 driver, 10 passenger) van. The certification process engages the following departments, in this order: Risk Management and Insurance, Environmental Health and Safety, and Facilities Services. All personnel must follow each step to become certified.</td>
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Attachments

Authorized Driver Request Form
Related Documents

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Document Name</th>
<th>Document Number</th>
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<tbody>
<tr>
<td>Policy</td>
<td>Authorized Driver Policy</td>
<td>RISK-0002</td>
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Revision Management

Revision History Log:

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<th>Nature of Change:</th>
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<td>8/12/2019 11:48 AM</td>
<td>New document</td>
<td>Jennifer Gilmore Adamo</td>
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