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DATE: May 7, 2003
TO: State Agency Heads
FROM: Marc J. Marotta, Secretary *MJM*
RE: 12/15 passenger van guidelines for State agencies

The National Transportation Safety Board has issued warnings regarding the safety problems associated with rollovers of 12/15 passenger vans. A statewide project team was created to address these safety issues and propose recommendations. The attached guidelines developed by the team for the use of 12/15 passenger vans, including minimum driving standards, and training and frequency of use standards for van drivers, have been adopted by the Department of Administration. These standards were designed to provide guidance to agencies in applying sound risk management principles to the usage of 12/15 passenger vans.

The team reviewed safety issues related to 12/15-passenger vans and met with the major van manufacturers to better understand the rollover issues and what could be done to improve safety. The team was comprised of representatives from DOA Bureau of Transportation, State Van Pool, State Risk Management, UW System, UW-Madison, and the Department of Corrections. A subcommittee comprised of representatives from State Risk Management, State Van Pool, Corrections, Health & Family Services, UW System, and Madison Area Technical College was also formed to develop van driver training recommendations.

Key items of the new passenger van guidelines are as follows:

- A 12/15 passenger van driver must have a minimum of five years licensed driving experience.
- All existing drivers of 12/15 passenger vans who meet the minimum driving standards must either retake van driver training or apply for an exception. To qualify for an exception, a driver must have driven at least 10 hours or 400 miles in the previous three months, as certified by his/her agency.
- **Training:** Behind the wheel training must be at least 30 minutes for each student and include each student driving the van fully loaded and not.
- **Active Driver Requirement:** One must drive at least 10 hours or a minimum of 400 miles in the previous three months to remain a qualified passenger van driver. The agency must certify at the end of each quarter whether the driver remains qualified. In the event there is a loss, the agency will have to provide documentation that the driver was properly considered as qualified.
- **Driver Categories:** A driver who has had two moving violations/accidents/validated complaints within two years must take refresher training.

Some agencies already have van driving standards in place that exceed the attached minimum guidelines. Those agencies can continue to use their more stringent standards. However, we are requiring that all agencies using passenger vans have standards that are equal to or more stringent than the minimum standards. The State Van Pool will develop its own guidelines, since it is not covered under the State's Self-Funded Liability Program.

Any questions regarding the 12/15 passenger van guidelines should be directed to John Vick, Property and Liability Manager, at 608/266-0168 or John.Vick@doa.state.wi.us .

cc: Agency Administrative Officers
Agency Fleet Managers
Agency Risk Managers