

15 PASSENGER VAN AUTHORIZATION FOR USE

Pursuant to the University of Regina's Travel Fieldwork Policy, this form is to be completed by the Project Director and submitted to and approved by the Dean/AVP and the VP Administration prior to departure.

This application for authorization must be filled out, once for each excursion, signed off by the Project Director, and approved by the Dean/AVP and the VP of Administration prior to any 15 passenger van usage for University travel.

The University's minimum requirements for authorization to use 15 passenger vans include:

1. Proof of a valid Class 4 driver's license for all operators
2. Designated operator(s) must be at least 21 years of age
3. Proof of operator(s) attending "Defensive Driver" training and "Defensive Driving for 15 Passenger Van Operator" training (Saskatchewan Safety Council) must be supplied
4. Provision of purpose and area of travel, including weather factors and road conditions
5. Compelling reasoning as to why alternative modes of transportation will not be adequate (7 passenger vans, small bus, etc.)
6. Evidence that the van and tires have been adequately maintained
7. Methods in place to ensure tire condition and pressure will be maintained during trip
8. Methods in place to ensure that operator fatigue will not be a factor
9. Plans for load distribution, such as luggage and equipment
10. Trailers and roof racks are not permitted, as they have been known to increase the risk of rollover
11. Plans for restraining the load from shifting, and endangering the occupants, under emergency stopping conditions.
12. Methods in place to ensure all occupants wear seat belts

15 PASSENGER VAN AUTHORIZATION FOR USE

15 Passenger Van PLANNING RECORD

Pursuant to the University of Regina's Travel Fieldwork Policy, this form is to be completed by the Project Director and submitted to and approved by the Dean/AVP and the VP Administration prior to departure.

*** Approval is required each time travel or fieldwork occurs. ***

Faculty/Unit/Department:	
Project Director:	
Contact Phone Numbers:	
Destination (geographical site/nearest city):	
Date of Departure:	Date of Return:
Number of Drivers:	Number of persons travelling:
Brief description of activities:	
Type of road conditions:	

Only authorized and qualified individuals may operate University owned/leased vehicles (authorization by the Faculty/Unit and in the case of 15 passenger vans the VP Administration).

List all drivers:

Name: _____	Affiliation: _____ student/staff/faculty
Name: _____	Affiliation: _____ student/staff/faculty
Name: _____	Affiliation: _____ student/staff/faculty

Vehicle Use Authorization:

1. Proof of a valid driver's license (a copy of the license must be obtained and filed in the unit)
 - The license must be valid for the jurisdiction in which the vehicle will be used
 - The license must be current (check the expiry date)
 - The license must be appropriate for the 15 passenger vans (class 4 or better)
 - The operator must be 21 years of age
(a copy of the drivers license must be attached to this application)

2. Proof of acceptable driving history (a copy must be attached to this application)
 - A minimum of three years as a licensed driver with no driving convictions in the past 5 years
 - Completion of a Defensive Driving for 15 Passenger Vans

3. Describe:

3.1 Why a 15 passenger van is necessary for your travel

3.2 How will the operators ensure the van and tires have and will be adequately maintained

3.3 The steps in place to ensure the vehicle is road worthy for the conditions under which it will be driven (e.g. winter tires, no observable or known mechanical defects, tires in good condition at proper inflation, spare tire and jack)

3.4 Arrangements in place to ensure the operator is not fatigued or otherwise impaired when driving

3.5 How the operator will ensure all occupants will be wearing their seat belts

3.6 How the vans will be loaded and how the load will be secured during operation (Cargo toppers and trailers are not permitted with 15 passenger vans)

4. Insurance

Sufficient insurance coverage must be ensured and/or purchased prior to departure.

University owned / Rental vehicles – The University of Regina’s insurance policies, including those pertaining to vehicles, are described in policy 30.20.05 located at: <http://www.uregina.ca/presoff/vpadmin/policymanual/fs/302005.html>

Inquiries about insurance coverage can be directed to Bob Sonder, Financial Services (585-5351).

For details about care, contract and/or procurements please contact Supply Management Services (585-4126).

ACKNOWLEDGMENT OF VAN OPERATORS:

	NAME (print)	SIGNATURE	DATE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

Signature of Project Organizer

I acknowledge that this safety plan has been prepared in keeping with the requirements of the University of Regina Procedures for 15 passenger van use:

_____	_____	_____
Name (print)	Signature	Date

Signature of Department Head

I acknowledge that I have reviewed this document and agree that the steps recommended by the University of Regina to mitigate the risks associated with 15 passenger vans have been taken:

_____	_____	_____
Name (print)	Signature	Date

Signature of Dean/AVP (or equivalent)

I acknowledge that I have reviewed this document and agree that the steps recommended by the University of Regina to mitigate the risks associated with 15 passenger vans have been taken:

_____	_____	_____
Name (print)	Signature	Date

Signature of VP Administration (or equivalent)

I acknowledge that I have reviewed this document and agree that the steps recommended by the University of Regina to mitigate the risks associated with 15 passenger vans have been taken:

_____	_____	_____
Name (print)	Signature	Date

