FULL SIZE PASSENGER VAN/NISSAN NV PROTOCOL

This checklist must be completely read and signed by the driver biennially, and before operating any large capacity passenger vehicle or LCPV leased from Utah Valley University’s Motor Pool.

1. All drivers must be at least 21 years of age
   • All drivers over 21 must have a valid driver’s license and must not exceed 70 total points on their individual driving record.
   • All drivers must have no reckless driving or drug/alcohol related violations within three years.
   • Any driver with two drug/alcohol offenses loses his or her driving privileges.

2. Before operating any LCPV, all drivers must ensure they are familiar with the location, purpose, and operation of the following functions: windshield wipers; headlights; turn signals; hazard lights; cruise control; warning lights; and other operational switches/dials. (Using brakes to disengage the cruise control on slick roads is discouraged since it may place the vehicle in skid).

3. The van must not contain more than NINE occupants, including the driver, due to their propensity to roll over.
   The vans may never be used for towing. The Nissan NV may never exceed the manufacturer’s specified passenger count (12 total) and weight capacity. Drivers must strictly adhere to manufacturer specifications with regard to towing capacity (2000 lbs) and trailer tongue weight (200 lbs).

4. All occupants must wear seat belts at all times.
   • The driver is responsible to make sure each passenger is seat belted at all times while the vehicle is in operation.

5. The driver of any LCPV may not operate the vehicle between 11:00 p.m. and 5:00 a.m., except where the trip is solely to return to a home base and the return time will not exceed one (1) hour.

6. No driver of an LCPV shall exceed 65 miles per hour, no matter the posted speed limit.
   • Driving privileges will be suspended for 6 months for exceeding limit.

7. Drivers must have more than one qualified driver for trips longer than six hours and drivers should rotate every two hours. Total driving time must not exceed 12 hours in a 24-hour period.

8. No one may operate an LCPV without having completed a State-Risk-Management-approved training. All LCPV drivers are required to complete the approved training once every two years thereafter.

9. Always adhere to applicable state and local laws, rules and regulations; failure to do so may constitute personal liability.

10. The use of cell phones and other electronic devices is prohibited while operating an LCPV.

11. Drivers must complete the Daily Pre-Trip Form before each trip.

I have read the above stipulations and verify that I am qualified to drive a full-size passenger van and/or Nissan NV. I agree to follow each requirement listed above.

Please print name: ______________________________________________

Signature:______________________________________________ Dept: _____________________ Date:____________