

March 31, 2008

## **Large Passenger Van Policy**

This policy is written for the use of twelve passenger vans while on official University business. Effective immediately, Nebraska Wesleyan University will no longer allow the use of fifteen passenger vans.

- Only NWU faculty, staff and students who are 21 years of age or older may drive a large passenger van while on University business.
- The occupancy of the van may not be more than 12 persons, including the driver. All occupants must wear seat belts at all times; therefore van occupancy may never exceed seat belt capacity.
- No van may be operated for more than four hours between 10:00 pm and 7:00 am.
- No roof racks may be used. Trailer towing is allowed on 12 passenger vans only by faculty and staff and only those that have experience driving while towing.
- The maximum speed may never exceed the posted limit.
- Cell phone use while driving is prohibited, Please pull over in a safe place to use your phone.
- The large passenger van policy applies to vans rented for business as well as those owned by NWU.
- Driving records of all drivers of large passenger vans will be checked annually. Drivers with multiple moving violations or a DUI conviction in the last three years may not drive large passenger vans on University business.
- Accidents that occur off-campus should be reported promptly to authorities and to the Business Office at NWU 465-2119. Accidents that occur on campus should be reported to Security immediately at 932-9238 or 465-2325.
- Travel will not be allowed during state issued travel advisories.

This policy should be considered along with the Academic Field Trips and Off Campus Student Travel policy. That policy is located on the Nebraska Wesleyan University website under Faculty and Staff / Forms / Academic Forms. Click on: [Field Trips and Off Campus Student Travel Guidelines](#).