



EAST TENNESSEE STATE
UNIVERSITY

Passenger Van Policy

Policy Name: Passenger Van Policy

Policy Purpose

This policy specifies the safe operation of East Tennessee State University (ETSU) owned, rented, borrowed, or leased passenger vans (ETSU passenger vans).

Applicability

This policy applies to all ETSU faculty, staff, students, visitors, third party vendors.

Responsible Official, Office, and Interpretation

The Chief Operating Officer (COO) is responsible for the review and revision of this policy. For questions about this policy, please contact Facilities Management. The COO, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

ETSU Passenger Van Operators:

ETSU passenger van drivers chosen and approved by ETSU Departments and who meet the requirements specified in this policy.

Policy

1. ETSU Passenger Van Operators are chosen by ETSU Departments. It is the responsibility of ETSU Departments to ensure ETSU Passenger Van Operators are at least 21 years of age and possess a valid driver's license. All occupants must use seat belts.
2. All ETSU passenger vans must be operated in compliance with all Tennessee traffic and motor laws, with the traffic and motor laws of any other state wherein an ETSU passenger van is operated, and with all applicable ETSU policies, procedures, rules, and instructions.
3. All ETSU Passenger Van Operators must take the [online passenger van safety training course](#) provided by the Office of Environmental Health and Safety (EHS) and pass the associated exam. Operators possessing a valid Commercial Driver's License (CDL) are exempt from this requirement.

Policy Effective Date: 03/01/22 • **Policy Revised:** Insert
Procedures Effective Date: 03/01/22 • **Procedures Revised:** 08/27/24

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4. All ETSU Passenger Van Operators driving leased or rented Enterprise Rent-a-Car passenger vans must be at least 25 years of age and follow all Enterprise Rent-A-Car driving protocols and safety instructions.
5. Minors may not be transported in fifteen (15) passenger vans in conjunction with any Tennessee primary or secondary school (e.g., the University School) or affiliated program.
6. It is the responsibility of the ETSU Division of Business and Finance, Purchasing Department, to notify EHS of any new ETSU passenger van purchase.
7. All department heads, directors, assistant directors, associate directors, or supervisors who are responsible for ETSU owned passenger vans must have their vans inspected by an authorized vehicle inspection company (e.g., Free Service Tire Company) every 12 months.
 - 7.1. The full vehicle safety inspection must be requested for all ETSU-owned passenger vans.
 - 7.2. Passenger van inspection documentation must be sent to vansafety@etsu.edu on an annual basis.
 - 7.3. Passenger vans will be removed from service if conditions are found that will impair the safe operation of the vehicle or the safety of its occupants.

Procedures

N/A

Applicable Forms and Websites

EHS [online passenger van safety training course](#)

[Auto Accident Reporting Instructions \(855\) 253-0629](#)

vansafety@etsu.edu

Authority and Revisions

Authority: T.C.A. § 49-8-203, et seq; Tenn. Comp. R. & Regs. 0520-01-05-.02

Previous Policy: Passenger Van Policy - Board of Trustees - 4/27/2018

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The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.