



## Agenda of the Motor Vehicle Review Committee

Tuesday, March 27, 2012  
Utah State Capitol Complex  
State Capitol, Room 250  
Salt Lake City, Utah  
9:00 AM

Action Item	Approval of Minutes from September 27, 2011.....	Tab 1
Information	Open and Public Meeting Training.....	Tab 2
Action Item	Driver Eligibility Administrative Rule Change.....	Tab 3
Information	Dual Rear Wheel Conversions on Full-size Vans.....	Tab 4
Action Item	Publishing the Revised Full-size Van Protocol.....	Tab 5

# Motor Vehicle Review Committee



September 27, 2011

## MINUTES

### **Motor Vehicle Review Committee Members in attendance:**

Sal Petilos for Kim Hood, Chair	Department of Administrative Services
Justin Crouch	Department of Natural Resources
Roxie Huntsman	Department of Corrections
Mike McKay, absent	Department of Public Safety
Steve McCarthy	Department of Transportation
Kent Beers, absent	Division of Purchasing
David Rees	University of Utah
Robin Erickson, absent	Clean Cities
Scott Harding	Larry H Miller Ford

### **Fleet Operations and Guests in attendance:**

Sam Lee	Division of Fleet Operations
Gary Robertson	Division of Fleet Operations
Scott Bingham	Division of Fleet Operations
Corry Hill	Division of Fleet Operations
Gala Dumas	Division of Fleet Operations
Jeff Done	Division of Fleet Operations
Brian Fay	Division of Fleet Operations
Joe Wilde	Dixie College
Nicole Sherwood	Governor's Office of Planning and Budget
Laura Larsen	Department of Technology Services

On Tuesday, September 27, 2011 the Motor Vehicle Review Committee held their regularly scheduled meeting in room 250 of the State Capitol, Salt Lake City, Utah. The meeting was called to order at 9:12 am by Substitute Chair Petilos.

### **1. Approval of Minutes from the December 14, 2010 meeting.**

**MOTION:** Steve McCarthy motioned to approve the minutes. Second by Roxie Huntsman.

Motion passed unanimously.

### **2. DFO Rate Comparison to the Private Sector**

Sam Lee stated the Division of Fleet Operations put out a request for information (RFI) with the Division of Purchasing. Four companies responded to the RFI. They were Acme Leasing, ARI Leasing, Hinckley, and Louis Transportation. The summary data from Louis Transportation was not used in the comparison since their costs were so much higher than the others. In summary Fleet Operations came out very well against the other three vendors. A seven year life was used for the figures.

On average Fleet Operations is \$143.00 lower vehicle per month than the private sector according to the responses received.

Justin Crouch asked if this was an internal audit. Sam Lee stated it was Fleet Operations staff who studied the data.

Steve McCarthy asked if the figures included overhead. Sam Lee stated no the figures are just the lease rate. The overhead would stay the same with the Fleet staff since we are still responsible for accident management, maintenance, and fuel.

Justin Crouch asked how this affected the upcoming rate schedule. Sam Lee stated there are not any changes to the rate structure this year.

Justin Crouch asked if it was possible to have an independent company come in to review the data. Sam Lee stated he didn't have a problem with an independent company reviewing the data he was worried about the cost. If the MRVC felt it needed to be reviewed by an independent company Fleet Operations would.

### **3. Telematics in State Vehicles**

Scott Bingham stated a couple of years ago Fleet Operations started testing two different telematics units. The first unit tested tracked the information without the driver correction. The second unit tested tracked the information and also corrected the driver. Fleet Operations would like to put on contract three different types of telematics units and pass the costs to the agency utilizing the unit.

Justin Crouch asked if Fleet was proposing to put these on all state vehicles. Scott Bingham stated Fleet Operations would hold the contracts for the devices and agencies

would come to us with their need and Fleet would help have them installed. The agency would decide which vehicles to put the units on.

Dave Rees asked if the adjustments were vehicle specific or range specific. Scott Bingham stated you can do either or both. Dave Rees stated I could make a fleet wide parameter and then a vehicle specific parameter and Scott answered yes.

Dave Rees asked if Fleet is holding the contracts are they also going to hold the support of the system as well. Scott Bingham stated yes. Fleet would allow the agencies access to the system to manage their vehicles. Sam Lee stated Fleet would pass through the billing to the agency starting in fiscal year 2013.

Sal Petilos asked if this should really be in front of the Motor Vehicle Review Committee if it has already been submitted to the Rate Committee. If the Rate Committee approves the rate you can charge it. Sam Lee stated it is a concept that is before the MVRC. We are asking the MVRC if they would like us to go under this model or under a full fleet implementation.

**MOTION:** Dave Rees motioned Fleet Operations proceed with implementing a telematics contract for agency use. Second by Steve McCarthy.

Motion passed unanimously.

Meeting adjourned at 9:58 a.m.



## State of Utah

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# Motor Vehicle Review Committee

### MEMORANDUM

To: Motor Vehicle Review Committee  
From: Sam Lee  
Date: March 27, 2012  
Subject: **Open and Public Meeting Training**

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**ACTION:** No action is needed by the Committee. This agenda item is informational only

**BACKGROUND:** Please see the attached presentation created by the Division of Archives that highlights major portions of the Open and Public Meeting Act (See Utah Code Section 52, Chapter 4).

A brief training for the committee will be provided by DFO staff to fulfill the requirements of 52-4-104 which states:

“The presiding officer of the public body shall ensure that the members of the public body are provided with annual training on the requirements of this chapter.”

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# The Open and Public Meetings Act

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Utah State Archives

2010



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# Open and Public Meetings Act

## **Declaration of public policy:**

State agencies and political subdivisions exist to aid in the conduct of the people's business.

It is the legislature's intent that they must take their actions openly and conduct their deliberations openly.

[Section 52-4-102]



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# Open and Public Meetings Act

The members of public bodies are required to have training on the Open and Public Meetings Act annually.

[Section 52-4-104]

The Attorney General shall provide annual notice of any “material changes to the requirements” of the conduct of meetings.

[Section 52-4-303]



# Open and Public Meetings Act

A **public body** is “any administrative, advisory, executive, or legislative body of the state or its political subdivisions that:

- is created by the Utah Constitution, statute, rule, ordinance, or resolution;
- consists of two or more persons;
- expends, disburses, or is supported in whole or in part by tax revenue; and
- is vested with the authority to make decisions regarding the public's business.”

[Section 52-4-103]

# Open and Public Meetings Act

A **meeting** means the convening of a public body, with a quorum present, to discuss, receive comments from the public about, or act upon a matter over which the public body has jurisdiction or advisory power.

[Section 52-4-103]



# Open and Public Meetings Act

Meetings are **open** to the public unless closed by a two-thirds vote with a quorum present at the open meeting, and include regular and special meetings, workshops, executive sessions, and site tours.

Meetings may only be **closed** specific to provisions in Utah Code Sections 52-4-204, 52-4-205, and 52-4-206.

[Section 52-4-204]

# Open and Public Meetings Act

A meeting may be closed for the following purposes (and may only discuss those matters):

- discussion of a person's character, competence, or health; strategy for collective bargaining; pending or imminent litigation; an exchange of real property **including water rights or shares**; security; investigation of criminal conduct; or certain legislative ethics complaint matters. [Section 52-4-205]

A closed meeting is required for the Health and Human Services Interim Committee or the Child Welfare Legislative Oversight Panel to review a fatality review report and for the Child Welfare Legislative Oversight Panel to review and discuss an individual case.

[Section 52-4-205]

[2010 legislative changes]

# Open and Public Meetings Act

A motion to close a meeting must be made in a noticed open meeting.

The purpose of the closed meeting must be announced in the open meeting and included in the meeting minutes.

No action may take place in a closed meeting.

[Section 52-4-204]



# Open and Public Meetings Act

Public **notice** must be given not less than twenty-four hours prior to each meeting, The public notice must:

- include the date, time, and place of the meeting;
- include an agenda that lists topics to be considered (a topic raised by the public and not listed on the agenda may be discussed but no final action may be taken);
- be posted at the principal office (or if none, at the building where the meetings is to be held);
- be posted on the Utah Public Notice Website; and
- be provided to a newspaper or local media correspondent (which may be satisfied through the Public Notice Website).

[Section 52-4-202]

# Open and Public Meetings Act

**Written minutes** and **recordings** shall be kept of all **open** meetings (a recording is not required for a site visit if no action is taken) and are public records.

A **recording** must be made of the **closed** meeting, unless the closed meeting is exclusively for:

- discussion of the character, competence or health of an individual; or
- discussion of security; and
- the person presiding signs a sworn statement that the closed meeting was solely for the purposes outlined above.

[Section 52-4-206]

# Open and Public Meetings Act

Written minutes must be:

- available to the public within a reasonable time;
- approved by the public body (a public body shall establish procedures for the approval of the written minutes);
- considered public when prepared in a form awaiting only formal approval; and
- identified as "unapproved" before approval.

A recording of an open meeting must be available to the public within three business days. [Section 52-4-203]

# Open and Public Meetings Act

The written **minutes** are the official record of action taken and must include:

- the date, time, place, and the names of all members present and absent;
- the substance of all matters discussed which may include a summary of comments made by the members;
- a record “by individual member” of each vote;
- the name of each person who is not a member of the public body and provided comments and the substance in brief of each person’s comments; and
- other information that is a record of the proceedings that a member requests to be entered in the minutes. [Section 52-4-203]

# Open and Public Meetings Act

For **closed** meetings, the recording (and any minutes) must include:

- the date, time, and place and names of all members present and absent; and
- the names of all other present except where the confidentiality is necessary to fulfill the purpose of the closed meeting.

The recording shall be complete and unedited from start to finish of the meeting and be properly labeled.

[Section 52-4-206]

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# Open and Public Meetings Act

An **emergency meeting** may not be held unless an attempt is made to notify all members and a majority of the members votes to approve it.

The best practical notice must be given.

[Section 52-4-202]

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# Open and Public Meetings Act

**Electronic meetings** are encouraged but may not be held unless the public body has adopted procedures to govern them.

[Section 52-4-207]



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# Open and Public Meetings Act

The Attorney General and county attorneys enforce the Open and Public Meetings Act provisions.

Action is voidable in instances of violation.

Class B misdemeanor to intentionally and knowingly violate the closed meeting provisions.

[Section 52-4-302, 303]

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# Open and Public Meetings Act

For more information about the Open and Public Meetings Act and key provisions, visit the Utah Legislature Website:

<http://le.utah.gov/>



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# Motor Vehicle Review Committee

### MEMORANDUM

To: Motor Vehicle Review Committee  
From: Sam Lee  
Date: March 27, 2012  
Subject: **Driver Eligibility Administrative Rule Change**

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**ACTION:** Voting on potential rule changes to R27-7-3(3)(c) concerning triggers for the driver eligibility hearings for serious motor vehicle convictions.

**BACKGROUND:** Rule R27-7-3 pertains to Driver Eligibility to Operate a State Vehicle. The rule is currently written to include, verbatim, 41 specific Department of Public Safety driving violation codes. Proposed changes recommend adding an additional 15 violation codes and removing 6 that are currently listed. The 50 proposed violation codes can be broken down as follows:

- Alcohol Related Violations 23
- Reckless, careless or negligent driving 9
- Violations resulting in injury/death 8
- Felony Related Violations 4
- Hit & Run 4
- Impaired Driving 2

Due to sheer number of violation codes and the regular updates performed by the Department of Public Safety, DFO proposes that rule R27-7-3 reference 6 primary categories instead of each specific violation code. ACD codes will still be used to identify authorized drivers who have been convicted of any of the specific infringements.

#### **Proposed Language for R27-7-3(3)(c)**

The authorized driver has been convicted of any of the following:

- i. Alcohol related driving violations
- ii. Reckless, careless, or negligent driving (including excessive speed violations)
- iii. Driving violations that have resulted in injury or death
- iv. Felony related driving violations
- v. Hit & Run violations
- vi. Impaired Driving
- vii. Any other driving violation determined by the Driver Eligibility Board as posing a significant risk to the safety or loss prevention of state vehicles.

<b>Alcohol Related Violations</b>	
*ARD	Alcohol Restricted Driver
A08	DUI of alcohol with BAC at or over .08
A08	Driving under the influence alcohol and drugs
A08	Driving under the influence w/impaired
A08	Driving under the influence w/personal injury
A08	Driving under the influence w/minor in vehicle
A08	Driving under the influence in a CMV
A10	Driving under the influence w/BAC at/over .10
A20	Driving under the influence alcohol or drugs
A21	Driving under the influence of alcohol
A22	Driving under the influence of drugs
A22	Driving under influence of narcotics or pathogenic drugs
MEC	Driving under the influence of drugs (met - Utah Specific)
A23	Driving under the influence of alcohol and drugs
A24	Driving under the influence of medication not intended to intoxicate
A26	Drinking alcohol while operating a vehicle (physical control)
A35	Possession of open alcohol container if amended from DUI
A41	Violation of ignition interlock device
A60	Underage convicted of drinking & driving @ .02 higher(conv.)
*ACL	Violation alcohol conditional license/send withdrawal as W00
A61	Underage administrative per se/drink/drive @ .02 higher(arrest)
IID	Ignition interlock device/order to install
M8A	Alcohol related reckless driving

<b>Hit &amp; Run Violations</b>	
B01	Hit&Run/failure to stop&render aid after accident/ property damage
B02	Hit and run - failure to stop &render aid after acc/fatal
B03	Hit and run - failure to stop & render aid after acc/injury
B04	Hit and run - failure to stop & render aid after acc/property reg opr

<b>Reckless, Careless, or Negligent Driving</b>	
M80	Reckless, careless, or negligent driving
M81	Careless driving
M83	Negligent driving
M84	Reckless driving
S36	Speed 36-40 mph over posted speed limit (detail optional)
S41	Speed 41+ mph over posted speed limit (detail optional)
S91	Speed 41+ mph over posted speed limit (detail optional)
S95	Speed contest(racing) on road open to traffic
S95	Speed contest (racing) effective 2006 1st/60 2nd/90

<b>Violations Resulting in Injury or Death</b>	
B14	Failure to reveal identity after fatal accident - comm only
B14	Failure to reveal identify after personal injury accident/comm only
U06	Vehicular assault
U07	Vehicular homicide/new MCSIA federal offense. Causing a fatal through negligent operation of a CMV
U08	Vehicular manslaughter/CMV
U09	Negligent homicide while operating a CMV
U10	Causing a fatality through the negligent operation of a CMV
U31	Violation resulting in fatal accident

<b>Felony Related Violations</b>	
A50	Motor vehicle used in the commission of a felony involving the manufacturing, distributing or dispense a controlled substance
U01	Fleeing or evading police or roadblock
U03	Felony with a vehicle
U05	Using a motor vehicle to aid and abet a felon

<b>Impaired Driving Violations</b>	
A25	Driving while impaired - ability definitely impaired (not major)
IMP	Impaired driving - Utah specific

**RECOMMENDATION:** Rule R27-7-3(3)(c) be modified according to the following changes:

(1) The authority to operate a state vehicle is subject to withdrawal, suspension or revocation.

(2) The authority to operate a state vehicle shall be automatically withdrawn, suspended or revoked in the event that an authorized driver's license is not in a valid status.

(a) The authority to operate a state vehicle shall, at a minimum, be withdrawn, suspended or revoked for the period of denial, cancellation, disqualification, suspension or revocation of the authorized driver's license.

(b) The authority to operate a state vehicle shall not be reinstated until such time as the individual provides proof that his or her driver license has been reinstated or DFO verifies the license has been reinstated.

(3) The authority to operate a state vehicle may be suspended or revoked for up to three years by the Driver Eligibility Board for any of the following reasons:

(a) The authorized driver, while acting within the scope of employment, has been involved in 3 or more preventable accidents during a three (3) year period; or

(b) The authorized driver has 4 or more moving violations within a 12 month period; or

(c) The authorized driver has been convicted of any of the following Utah "ACD" codes:

i. Alcohol related driving violations

ii. Reckless, careless, or negligent driving (including excessive speed violations)

iii. Driving violations that have resulted in injury or death

iv. Felony related driving violations

v. Hit & Run violations

vi. Impaired Driving

vii. Any other driving violation determined by the Driver Eligibility Board as posing a significant risk to the safety or loss prevention of state vehicles.

~~(i) A22 – Driving under the influence of drugs; or~~

~~(ii) B23 – Driving while denied; or~~

~~(iii) B25 – Driving on revocation; or~~

~~(iv) B26 – Driving while suspended; or~~

~~(v) M84 – Reckless driving; or~~

~~(vi) S95 – Speed contest (racing) on road open to traffic prior to 5/1/2006; or~~

~~(vii) S95 – Speed contest (racing) (1st 60 days 2ndw/1 3 yrs 90 days); or~~

- ~~(viii) U01— Fleeing or evading police or roadblock; or~~
- ~~(ix) U05— Using a motor vehicle to aid and abet a felon; or~~
- ~~(x) U31— Violation resulting in fatal accident; or~~
- ~~(xi) MEC— Driving under the influence of drugs metabolite (MEC); or~~
- ~~(xii) A21— Driving under the influence of alcohol; or~~
- ~~(xiii) B02— Hit and run/fatal; or~~
- ~~(xiv) B03— Hit and run— injury; or~~
- ~~(xv) B04— Hit and run— property damage/regular operator; or~~
- ~~(xvi) ARD— Alcohol Restricted Driver; or~~
- ~~(xvii) A08— DUI of alcohol with BAC at or over .08; or~~
- ~~(xviii) A08— Driving under the influence alcohol and drugs; or~~
- ~~(xix) A08— Driving under the influence w/impaired; or~~
- ~~(xx) A08— Driving under the influence w/personal injury; or~~
- ~~(xxi) A08— Driving under the influence w/minor in vehicle; or~~
- ~~(xxii) A08— Driving under the influence in a CMV; or~~
- ~~(xxiii) A25— Impaired Driving; or~~
- ~~(xxiv) A41— Any Violation of ignition interlock device under 41-6a-518; or~~
- ~~(xxv) A50— Motor vehicle used in the commission of a felony involving the manufacturing, distributing or dispensing a controlled substance; or~~
- ~~(xxvi) ACL— Violation alcohol conditional license; or~~
- ~~(xxvii) B01— Hit and Run/failure to stop render aid/property dmg/comm only; or~~
- ~~(xxviii) B14— Failure to reveal identity after fatal accident— commercial only; or~~
- ~~(xxix) B23— Driving while denied; or~~
- ~~(xxx) B24— Driving CMV while disqualified ; or~~
- ~~(xxxi) B25— Driving on revocation; or~~
- ~~(xxxii) B26— Driving while suspended; or~~

~~(xxxiii) IID – Ignition interlock device violation – (result in 1-yr revocation); or~~

~~(xxxiv) M8A – Alcohol related reckless driving; or~~

~~(xxxv) U03 – Felony with a vehicle (joy riding) criminal class required; or~~

~~(xxxvi) U07 – Vehicular homicide/ regular or CMV; or~~

~~(xxxvii) U08 – Vehicular manslaughter; or~~

~~(xxxviii) USV – Shooting gun from a vehicle/ Criminal class required (felony only); or~~

~~(xxxix) U09 – Negligent homicide while operating a CMV; or~~

~~(xl) UIV – Throwing incendiary device from/vehicle/criminal class required; or~~

~~(xli) U10 – Causing a fatality through the negligent operation of a CMV~~

(d) The unauthorized use, misuse, abuse or neglect of a state vehicle as validated by the driver's agency;  
or

(e) On the basis of citizen complaints validated by the agency, the authorized driver, while acting within the scope of employment has been found, pursuant to 63A-9-501, to have misused or illegally operated a vehicle three (3) times during a three (3) year period.

(4) The withdrawal of authority to operate a state vehicle imposed by the Driver Eligibility Board shall be in addition to agency-imposed discipline, corrective or remedial action, if any.

(5) Drivers declared ineligible to operate a state vehicle by the Driver Eligibility Board may appeal to the Director of the Department of Administrative Services (DAS) or his/her designee. Any appeal to the Executive Director of DAS or his/her designee must be made in writing within 30 days from the date the Driver Eligibility Board declared a state driver ineligible to operate a vehicle.

(6) Effective Date

(a) Phase in - current state employees shall be subjected to R27-7-3(3) as of the effective date of the rules as published by the Division of Administrative Rules.

(b) State employees hired after the effective date of this administrative rule will be subject to the Driver Eligibility standards in R27-7-3(3) for three years previous to the hire date.



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# Motor Vehicle Review Committee

### MEMORANDUM

To: Motor Vehicle Review Committee  
From: Scott Bingham  
Date: March 27, 2012  
Subject: **Dual Rear Wheel Conversions on Full-size Vans**

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**ACTION:** No action needed by the committee. This addenda item is informational only.

**BACKGROUND:** Over the past year the Division of Risk Management conducted a study on the increased safety of installing dual rear wheels on full-size passenger vans. The motion engineer contracted by Risk Management concluded full-size passenger vans are safer to drive when outfitted with a dual rear wheel configuration.

Division of Fleet Operations (DFO) staff intends to retrofit all existing full-size vans in its fleet that will be in service for at least one more year. All new vans purchased by DFO will now be retrofit with a dual rear wheel configuration before being issued to the leasing agency.

Risk Management is working with agencies owning full-size passenger vans outside of DFO to assist in the retrofit of the existing 31 vans to a dual rear wheel configuration. New fleet vehicles purchased outside of DFO and insured by Risk Management will also be retrofit to a dual rear wheel configuration per Risk Management.

Fleet staff (Carena Whithers) has developed a specific training for drivers of full-size vans in a dual rear wheel configuration. This training will be made available to all state drivers prior to the use of the vans after the conversion process.



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# Motor Vehicle Review Committee

### MEMORANDUM

To: Motor Vehicle Review Committee  
From: Sam Lee  
Date: March 27, 2012  
Subject: **Publishing the Revised Full-size Van Protocol**

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**ACTION:** Vote on the proposed changes to final revisions to the DAS "Full-size Passenger Van Protocol."

**BACKGROUND:** Over the last year DFO has worked in partnership with the Division of Risk Management to revise the existing van protocol originally published in October 2005. Major changes to the protocol include:

1. New signature and inspection requirements.
2. New restrictions on taking vans out of state.
3. Additional time restriction as to when vans may be driven.
4. New language concerning dual rear wheel conversions.
5. Tighter restrictions on occupants when the vehicle is used regardless of posted speeds.
6. New language on driver distractions while the van is moving.

For your reference a copy of the existing and proposed van protocol is attached to this memo.

**RECOMMENDATION:** Approve the revised van protocol language as submitted.

# Full Size Passenger Van Protocol



This checklist must be completely read and signed by the driver(s) before operating any 12- or 15-Passenger Vans Leased from or through the Division of Fleet and Surplus Services.

1. All drivers of these vehicles must be at least 21 years of age.
  - a. All drivers over 21 must have a valid driver's license and must not exceed 70 total points on their individual driving record.
  - b. All drivers must have no reckless driving or drug or alcohol related violation within 3 years.
  - c. Any driver with 2 drug or alcohol offenses lose his or her driving privileges for a state van.
    - Exception: All drivers under 21 must have a valid Utah driver's license and no moving violations on their driving record and zero total points on their individual driving record.
2. All drivers must complete:
  - a. Daily Van Worksheet.
    - Tire pressure must be checked and corrected daily.
  - b. Pre-Trip Inspection Worksheet.
  - c. All vans must have a Weekly Van Inspection Worksheet completed. Contact Fleet Operations for help with the Weekly Van Inspection Worksheet.
3. All drivers without prior van experience who may operate a van are to become familiar with the location and use of the following: windshield wipers, head lights, turn signals, hazard lights, other switches and particularly the operation of the cruise control.
  - Reminder: Using brakes to disengage the cruise control on slick roads is discouraged since it may place the vehicle in a skid.
4. All drivers must have prior experience operating 12- and 15- Passenger Vans before carrying passengers.
  - Definition: "Prior experience" shall be defined as having "hands-on" experience operating a large van while enrolled in a Risk Management approved training program or; previous van driving experience.
5. 12 and 15-Passenger Vans must not contain more than nine (9) occupants including the driver.
  - Exception: If approved by the agency management a van may transport up to twelve (12) occupants including the driver if used exclusively surface streets with a maximum-posted speed limit under 45 miles-per-hour. Surface Street is any street in an urban area that is not a freeway or arterial Road. Surface streets may be called street, avenue, boulevard, road, place, and other names. An arterial road is a major roadway in a city or urban area that collects traffic and feeds it to the freeway system.



# Full Size Passenger Van Protocol



6. All occupants must wear seat belts at all times.
  - The van driver is responsible to make sure each passenger is seat belted at all times while the vehicle is in operation.
7. The driver of any 12 and 15-passenger van may not operate the vehicle between 11:00 p.m. and 5 a.m., except where the trip is solely to return to a home base and the return time is less than four hours in duration. This rule does not apply to drivers who operate 12 or 15-passenger vans during the nighttime hours as part of their regularly scheduled work hours or drivers who operate 12 or 15-passenger vans as part of emergency operations.
8. Total driving time for a 12 or 15-passenger van must not exceed 12 hours in a 24-hour period irrespective of the number of drivers for the van. All drivers are encouraged to take a break every two hours.
9. No public, charter or private school may use a 12 or 15-passenger van to transport students. This rule is in accordance with U.C.A. 53-8-211-.5 (1)"...a school district, or private school may not use a vehicle with seating capacity of 11 or more, including the driver, for the transportation of its students unless the vehicle meets federal school bus standards under 49 U.S.C. Sec.30101, et seq."
10. All drivers must complete the van training provided by or approved by Risk Management before operating the any 12 or 15-passenger van. All van drivers are required to complete the approved training once every two (2) years thereafter. (Contact: Risk Management 801.538.9560 for information).
11. No driver of a 12 or 15-Passenger van shall exceed 65 miles per hour no matter the posted speed limit.
12. No cell phone usage is allowed by the driver while engaged in the operation of the van.
13. No baggage cargo may be carried on the roof of any 12 or 15-passenger van.
  - Drivers are encouraged to place heavy cargo in front of the rear wheels to better distribute the weight in the vehicle.
14. All state laws and administrative rules must be followed at all times.
15. Additional Items to consider:
  - Drivers are encouraged to learn what medicine causes drowsiness and will impair the ability to drive.
  - Drivers are encouraged to avoid distractions such as eating, drinking or other non-driving activities while behind the wheel.

**I have read the above stipulations and qualify to drive and will follow each requirements listed.**

Signature: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



# Full Size Passenger Van Protocol



## Daily Inspection

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Signed: \_\_\_\_\_

### Ensure these things are in good working order on a daily basis before driving:

- Tires (Front Wheels must not have recapped or re-grooved tires)

Gage Reading: Front: \_\_\_\_\_ Back: \_\_\_\_\_

Comments: \_\_\_\_\_

- Wheels and Rims

Comments: \_\_\_\_\_

- Coupling Devices (if present)

Comments: \_\_\_\_\_

- Emergency Equipment

Comments: \_\_\_\_\_

- Access Doors and Panels

Comments: \_\_\_\_\_

- Signaling Devices

Comments: \_\_\_\_\_



# Full Size Passenger Van Protocol



## Weekly Inspection

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Signed: \_\_\_\_\_

### Ensure these things are in good working order on a weekly basis before driving:

Fluid Levels

Comments: \_\_\_\_\_

Windows and Mirrors

Comments: \_\_\_\_\_

Hoses

Comments: \_\_\_\_\_

Horn

Comments: \_\_\_\_\_

Belts

Comments: \_\_\_\_\_

Steering Mechanism

Comments: \_\_\_\_\_

Lights

Comments: \_\_\_\_\_

Parking Brake

Comments: \_\_\_\_\_

Dials

Comments: \_\_\_\_\_

Windshield Wipers

Comments: \_\_\_\_\_

Gauges

Comments: \_\_\_\_\_

Lights and Reflectors

Comments: \_\_\_\_\_

Ventilation

Comments: \_\_\_\_\_



# Full Size Passenger Van Protocol



## Pre-Trip Inspection

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Signed: \_\_\_\_\_

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

Comments: \_\_\_\_\_

- Check Passenger Weight Distribution.

Comments: \_\_\_\_\_

- Store loose items.

Comments: \_\_\_\_\_

- Do not block windows with Coats/Pillows/Blankets.

Comments: \_\_\_\_\_

- No baggage cargo may be carried on the roof of any 12 or 15-passenger van.

Comments: \_\_\_\_\_

- Drivers are encouraged to place heavy cargo in front of the rear wheels to better distribute the weight in the vehicle.

Comments: \_\_\_\_\_

- Passenger Check-In Manifest used when transporting minors.

Comments: \_\_\_\_\_

## Reminder

1. No driver of a 12 or 15-Passenger van shall exceed 65 miles per hour no matter the posted speed limit.
2. No cell phone usage is allowed by the driver while engaged in the operation of the vehicle.
3. All state laws and administrative rules must be followed at all times.



# Full Size Passenger Van Protocol



## Passenger Check-In Manifest

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Signed: \_\_\_\_\_

	Passenger Name	Emergency Contact	Return Trip Waiver
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			



**Department of Administrative Services**  
**FULL-SIZE PASSENGER VAN PROTOCOL**  
**FOR ALL DRIVERS OF FULL-SIZE PASSENGER VANS**  
**OWNED OR OPERATED BY THE STATE OF UTAH**

~~For the purposes of this Protocol a “fullsize passenger van” is defined as any passenger van which is similar to vans configured for 15 passengers in terms of design, handling characteristics, and safety problems. This Protocol must be completed by all drivers before operating Any full-size passenger van capable of capable of carrying nine (9) or more occupants ~~or and~~ any eight (8) passenger van designated as a suchfull-size passenger vans by the Division of Risk Management as ~~are~~ subject to this Protocol. A list of designated full-size passenger vans can be found on the Division of Risk Management’s ~~their~~ web page ([www.risk.utah.gov](http://www.risk.utah.gov)).~~

~~1. This protocol **must be signed** by the driver **before operating** any full-size passenger van in the state fleet including rentals from any private vehicle rental company. This Protocol also ~~e-same~~ applies ~~for~~to employees, volunteers, and independent contractors ~~persons who intend to use their ownusing their personal vehicle~~ full-size passenger vans for state use ~~business~~. A copy of the signed protocol must be on file with State Risk Management Representative.~~

~~2.~~

1. Drivers of full-size passenger vans must **meet the following essential criteria:**

- ~~Drivers who are over the age of 21 must not have more than 70 points on their driving record.~~
- ~~Drivers who are 18 – 21 years of age must have no moving violation and zero points on their driving record.~~
- ~~All drivers must have a valid Utah driver’s license.~~
- ~~All drivers must be state entity employees or volunteers approved by the entity’s designated official.~~

~~be at least 21 years old, have a valid Utah driver’s license, and must not have more than 70 points on their Utah driver’s license record. Drivers without a Utah driver’s license are strictly prohibited from driving any fullsize passenger vans owned or operated by the State of Utah.~~

~~3.2. Drivers are prohibited from operating full-size passenger vans if:~~

- ~~• They have had a motor vehicle conviction for reckless driving or any drug or alcohol violation in a motor vehicle.~~
- ~~• They are under the influence of alcohol or drugs, including any prescribed or over-the-counter drug that impairs their ability to safely operate a vehicle.~~

~~4.3. No full-size passenger van, owned by the State of Utah, may be driven out of the State of Utah.~~

~~5.4. Drivers must complete and the entity’s risk coordinator or designee must retain the following documents for review by Risk Management and Fleet Management at any time during normal business hours: send to their Division of Risk Management Representative ~~Management the agency~~~~

~~must retain the following documents quarterly on January 1st, April 1st, July 1st, October 1st for review by Risk Management at any time:~~

- Full-Size Passenger Van Protocol
- Full-Size Passenger Van Weekly Inspection Sheet
- ~~Full-Size Passenger Van Pre Trip Inspection and Log Sheet (includes “Passenger Check-in Manifest”)~~
- 

~~5.~~ Drivers of full-size passenger vans must have prior experience and must complete the van training provided by the Division of Fleet Operations ~~or a van training approved by the Division of Risk Management~~ before operating ~~the~~ any full-size passenger van. Full-size ~~passenger passenger~~ van drivers are required to renew ~~Fleet-their~~ approved training at least every two (2) years. “Prior experience” is defined as having “hands-on” experience operating a full-size passenger van. (Contact the ~~Division of Risk Management at 801.538.9560 or contact the~~ Division Fleet Operations at 801.965-4194 for more information).

~~6.~~ Full-size ~~passenger van~~ drivers ~~must have prior experience operating a full-size van before carrying passengers in the vehicle.~~ “Prior experience” is defined as having “hands-on” experience operating a full-size large van.

5.

~~7.6.~~ Drivers must ~~become~~ familiar with the location and use of the following vehicle features before operating the vehicle: windshield wipers, head lights, turn signals, hazard lights, ~~other switches and particularly the operation of the~~ cruise control, and other operational controls.

~~Full size passenger vans must not contain more than nine (9) occupants including the driver; unless specifically authorized in written by Risk Management.~~

**Department of Administrative Services**  
**FULL-SIZE PASSENGER VAN PROTOCOL**  
**FOR ALL DRIVERS OF FULL-SIZE PASSENGER VANS**  
**OWNED OR OPERATED BY THE STATE OF UTAH**  
(Continued)

~~7.~~ Full-size passenger vans must not contain more than nine (9) occupants, including the driver.

~~9.8.~~ All occupants must wear seat belts while the van is in operation. The van driver must ensure that is responsible to make sure each passenger is seat-belted at all times while the vehicle is in operation.

~~10.9.~~ The driver of any full-size passenger van may not operate the vehicle between ~~11:00 p.m. 1:00 a.m.~~ and 5:00 a.m., ~~except where the trip is solely to return to a home base and the return time is no later than 1:00 A.M. a.m. is less than four hours in duration.~~ The only exception ~~isto~~ this rule is when the State vehicle is used in emergency functions.

~~11.10.~~ Total driving time for full-size passenger vans must not exceed 12 hours in a 24-hour period irrespective of the number of drivers for the van. All drivers are encouraged to take a break every two hours.

~~11. Only Full-size vans may not be used to transport anyone under the age of 18 at any time or for any purpose. This rule expands on U.C.A. 53-8-211-5 (1): "...a A school district, or private school may not use a vehicle with seating capacity of 11 or more, including the driver, for the transportation of its students unless the vehicle meets federal school bus standards under 49 U.S.C. Sec.30101, et seq."~~ State Risk Management and Division of Fleet Operations recommend full-size passenger vans with Risk Management-approved rear dual wheel conversions may ~~are not~~ be used to transport anyone under the age of 18 at any time ~~or~~ and for any purpose.

~~[What about the Court programs that requires kids younger than 18 to be transported in a full-size van to do community service?]~~ Item 12 is still under discussion...

~~13.12.~~ No driver of a full-size passenger van shall drive more than exceed 65 miles per hour on any road or highway, irrespective of no-matter the posted speed limit.

~~14.13.~~ No cell phone use, including hands free use of a cell phone, texting, CB, or two-way radio use, is allowed by the driver while engaged in the operationng of athe Full-size passenger van. In addition, no other distracting activity, such as eating, drinking, or other non-driving activities are allowed while operating ana fFull-size passenger van.

~~15.14.~~ No baggage cargo may be carried on the roof of any full-size passenger van. Drivers are encouraged to should place heavy cargo in front of the rear wheels to better distribute the weight in the vehicle.

~~16.~~ All state laws and administrative rules must be followed at all times.

~~17.~~ Drivers are encouraged to learn what medicine causes drowsiness and will impair the ability to drive.

I have read the above stipulations and will follow each listed requirements ~~listed~~.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Department/Division or Higher Education Institution ~~Name~~:

Employee Identification Number (or higher education student ID Number): \_\_\_\_\_

Operator ID from Fleet Operations: \_\_\_\_\_

**Department of Administrative Services**  
**FULL-SIZE PASSENGER VAN PROTOCOL**  
**FOR ALL DRIVERS OF FULL- SIZE PASSENGER VANS**  
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This Protocol must be completed by all drivers before operating any full-size passenger van capable of carrying nine (9) or more occupants and any eight (8) passenger van designated as a full-size passenger van on the Division of Risk Management's web page ([www.risk.utah.gov](http://www.risk.utah.gov)).

This protocol **must be signed** by the driver **before operating** any full-size passenger van in the state fleet including rentals from any private vehicle rental company. This Protocol also applies to employees, volunteers, and independent contractors who intend to use their own full-size passenger vans for state business.

1. Drivers of full-size passenger vans must meet the following essential criteria:
  - Drivers who are over the age of 21 must not have more than 70 points on their driving record.
  - Drivers who are 18 – 21 years of age must have no moving violation and zero points on their driving record.
  - All drivers must have a valid Utah driver's license.
  - All drivers must be state entity employees or volunteers approved by the entity's designated official.
2. Drivers are prohibited from operating full-size passenger vans if:
  - They have had a motor vehicle conviction for reckless driving or any drug or alcohol violation in a motor vehicle.
  - They are under the influence of alcohol or drugs, including any prescribed or over-the-counter drug that impairs their ability to safely operate a vehicle.
3. No full-size passenger van may be driven out of the State of Utah.
4. Drivers must complete and the entity's risk coordinator or designee must retain the following documents for review by Risk Management and Fleet Management at any time during normal business hours:
  - Full-Size Passenger Van Protocol
  - Full-Size Passenger Van Weekly Inspection Sheet
  - Full-Size Passenger Van Pre Trip Inspection and Log Sheet
5. Drivers of full-size passenger vans must have prior experience and must complete the van training provided by the Division of Fleet Operations before operating any full-size passenger van. Full-size passenger van drivers are required to renew Fleet-approved training at least every two (2) years. "Prior experience" is defined as having "hands-on" experience operating a full-size passenger van. (Contact the Division Fleet Operations at 801.965-4194 for more information).
6. Drivers must be familiar with the location and use of the following vehicle features before operating the vehicle: windshield wipers, head lights, turn signals, hazard lights, cruise control, and other operational controls.

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**FULL-SIZE PASSENGER VAN PROTOCOL**  
**FOR ALL DRIVERS OF FULL-SIZE PASSENGER VANS**  
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(Continued)

7. Full-size passenger vans must not contain more than nine (9) occupants, including the driver.
8. All occupants must wear seat belts while the van is in operation. The van driver must ensure that each passenger is seat-belted at all times while the vehicle is in operation.
9. The driver of any full-size passenger van may not operate the vehicle between 1:00 a.m. and 5:00 a.m. The only exception to this rule is when the State vehicle is used in emergency functions.
10. Total driving time for full-size passenger vans must not exceed 12 hours in a 24-hour period irrespective of the number of drivers for the van. All drivers are encouraged to take a break every two hours.
11. Only full-size passenger vans with Risk Management-approved rear dual wheel conversions may be used to transport anyone under the age of 18 at any time and for any purpose.
12. No driver of a full-size passenger van shall drive more than 65 miles per hour on any road or highway, irrespective of the posted speed limit.
13. No cell phone use, including hands free use of a cell phone, texting, CB, or two-way radio use, is allowed by the driver while operating a full-size passenger van. In addition, no other distracting activity, such as eating, drinking, or other non-driving activities are allowed while operating a full-size passenger van.
14. No baggage cargo may be carried on the roof of any full-size passenger van. Drivers should place heavy cargo in front of the rear wheels to better distribute the weight in the vehicle.

I have read the above stipulations and will follow each listed requirement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Department/Division or Higher Education Institution: \_\_\_\_\_

Employee Identification Number (or higher education student ID Number): \_\_\_\_\_

Operator ID from Fleet Operations: \_\_\_\_\_