



Utica National Insurance Risk Management Department Bulletin

Safety Checklist for Drivers of 15-Passenger Vans

The van's authorized driver should review the following checklist to ensure all of these precautions are taken before, during and after a trip. Before leaving on the trip, the driver should direct questions about the vehicle to the party responsible for its supervision/maintenance. The driver should acknowledge the review of this document and be provided with a copy for reference.

Vehicle Inspection The driver should conduct a vehicle inspection prior to leaving, including a check of tires' air pressure and condition.

Tire Pressure Inspect the tires and check tire pressure before each use. The van's tires need to be properly inflated and the tread should not be worn.

Spares Avoid using old spares when replacing worn tires as all tires – even unused ones – weaken with age. Used 15-passenger vans might come with new-looking spares that are many years old and could be dangerous.

Attention Drivers should be experienced, well-rested and attentive to driving at all times. Mobile phone usage and texting while the vehicle is in motion must be prohibited. Drivers should limit conversation with other passengers and drive time should be limited to eight hours per 24-hour period.

Size A 15-passenger van is substantially longer and wider than a car, and thus needs more space to maneuver. It also requires additional reliance on the side-view mirrors for changing lanes.

Speed Drive at a safe speed based on all driving conditions. Drivers should never exceed the posted speed limit. Always slow down if the roads are wet or icy because these vehicles do not respond well to abrupt steering maneuvers and require additional braking time.

Occupancy Riders should sit in seats that are in front of the rear axle. It is strongly recommended that you travel with less than a full load of 15 passengers. NEVER allow more than 15 passengers in the vehicle.

Cargo should be placed **forward of the rear axle** and should never be placed on the roof. Do not tow anything. Review the owner's manual for the maximum weight of passengers and cargo. Do not overload the van.

Seatbelts All occupants need to wear seatbelts at all times. Inspect seatbelts regularly and replace any missing, broken, or damaged belts and/or buckles. An unrestrained 15-passenger van occupant involved in a single-vehicle crash is about three times as likely to be killed as a restrained occupant.

Authorized Driver Signature _____ Date: _____

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