



# 12-15 Passenger Van Usage Requirements Form

## Appendix B, AP-807 Transportation in Private Vehicles

**Purpose:** To ensure the safety of all individuals using 12-15 passenger vans for school-sanctioned programs and/or extra-curricular purposes. Usage of 12-15 passenger vans must adhere to all transportation guidelines, such as SGI "[Passenger Transport Vehicles](#)", [Canadian Council of Motor Transport Administrators](#) (CCMTA) and [Transport Canada](#) motor vehicle safety regulations.

All Division-owned vehicles shall be roadworthy and inspected annually by the Division's Transportation mechanics, a SGI-certified mechanic or an approved SGI safety inspector.

- 1) All work required in the inspection process will be completed within thirty (30) days of the inspection.
- 2) If the inspector deems the vehicle unsafe, repairs must be made prior to the van being used.
- 3) A work order itemizing the completed repair work must be sent to the inspector, a copy filed with the principal and a copy inserted in the Division log book.

### A. Checklist for 12-15 Passenger Vans (Division and Non-Division Owned)

- Volunteer Driver Authorization Form (Appendix A) has been completed and submitted to the principal.
- Driver has Class 5 driver's license and has a driver training course provided by the Division within the past three (3) years.
- When the van is a rental, the driver has a Class 4 license.

#### **Coming    Going**

- Pre-trip vehicle circle check (please see [video](#) on safety checks):
  - all lights (headlights low and high beam)
  - signals
  - tires and spare tire (air pressure, good condition)
  - brake test
  - horn
  - wipers and washer fluid
  - oil and hoses under the hood
  - general overall view of the motor ensuring there are no wet spots indicating leaks
- No more than twelve (12) occupants, including the driver.
- All occupants are using seatbelts.

**Coming    Going**

- Passengers fill seats from front to back. All Division-owned 15-passenger vans have the extreme rear seat removed.
- Luggage is secured and no higher than back of the seat. No luggage is on the roof.
- Cellphone or communication device is available for safe use in the vehicle.
- Weather and road conditions are safe (see AP-805 Severe Weather, Student Transportation and School Closure).

**B. Additional Safety Requirements (Division and Non-Division Owned)**

1. Under no circumstances will students be allowed to drive a large 12-15 passenger van.
2. The last bench seat in a 15-passenger van will be removed, if possible, or will not be utilized.
3. No more than 12 people to ride in a 15-passenger van.
4. Fill the front passenger seats first and then put cargo in empty seats or on the floor to the front of the vehicle or evenly distribute it throughout the vehicle; no higher than the back of a seat. When the van is not full, passengers and cargo should be loaded in front of the rear axle.
5. Roof racks, rear cargo boxes and tow trailers are not permitted as they will negatively affect the handling and stability of the vehicle
6. Never exceed the recommended weight limitations of the van.

**C. Division Owned Vans Only**

1. The [SGI Professional Driver's Handbook](#) outlines a "circle check" for vehicle roadworthiness and is required daily.
2. It is also necessary to have the SGI School Bus Log book in the vehicle at all times
3. A cellphone or communication device is available for safe use in the vehicle
4. A Division vehicle log book will be in the vehicle and shall be updated on every 24- hour period after circle trip is completed including:
  - The white log sheet along with a copy of all fuel receipts that must be turned into the Transportation office located at the Bus Garage within the first week of the new month. Log sheets are considered incomplete without all fuel receipts.
5. All services/maintenance performed will be recorded and receipts will be submitted to the principal.
6. The last driver of the day will ensure the vehicle is free of litter, cleaned and filled if the gas gauge reads below one-half full.

I confirm all of the above requirements have been met.

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Principal or Designate Signature

\_\_\_\_\_  
Date

Table 1: 12-15 Passenger Van Requirement Process

