

DIRECTORIAL  
ORDER

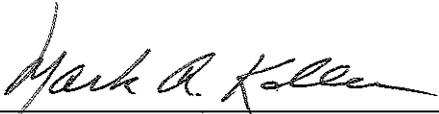
NO. 03028

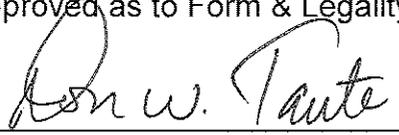
**BY VIRTUE OF THE AUTHORITY VESTED IN ME by the Mayor of the City of Lincoln, Nebraska:**

Pursuant to the delegation of authority under Executive Order No. 079616, I hereby execute and approve on behalf of the City of Lincoln, the attached City of Lincoln 15-passenger Van Safety Policy.

I hereby direct the City Clerk to forward one executed copy of this agreement and Directorial Order to Bill Kostner in the Risk Management Division of the Personnel Department for posting as a City of Lincoln Safety Policy.

Dated this 4 day of Nov, 2009.

  
\_\_\_\_\_  
Mark Koller, Personnel Director

Approved as to Form & Legality:  
  
\_\_\_\_\_  
Assistant City Attorney

Approved:  
  
\_\_\_\_\_  
Don Herz, Finance Director

**FILED**  
  
NOV 4 2009  
  
CITY CLERK'S OFFICE  
LINCOLN, NEBRASKA

# CITY OF LINCOLN

## 15-Passenger Van Safety Policy

### I. PURPOSE

The purpose of this policy is to provide a plan of action for the safe and acceptable use of exiting 15-passenger vans, the plan to retire from service existing 15-passenger vans, and prohibit the future purchase/lease/rental of 15-passenger vans. 15-passenger vans have been determined to be unsafe with 15-passengers on board by the U.S. Department of Transportation's National Highway Traffic Safety Administration. 15-passenger vans are more inclined to have roll-over accidents due to low tire inflation, speed, and a high center of gravity. Federal law prohibits the sale of 15-passenger vans for school-related transport of students in high school or younger.

### II. OBJECTIVE

The objective of this policy is to establish a written program outlining general guidelines for:

1. The safe and acceptable use of existing 15-passenger vans.
2. A plan to retire from service existing 15-passenger vans.
3. Prohibiting the purchase, rental or lease of 15-passenger vans.

### III. RESPONSIBILITY

**Department Heads have the responsibility to:**

1. Implement this policy by:
  - A. Directing supervisors to assist in implementing this policy
  - B. Directing divisions/sections to identify existing 15-passenger vans.
  - C. Provide employees with information and training to safely use existing 15-passenger vans.
2. Enforce compliance with this policy.

**Supervisors have the responsibility to:**

1. Assist in identifying existing 15-passenger vans.
2. Ensure that employees are appropriately trained to use existing 15-passenger vans safely.
3. Enforce compliance with this policy.

**Employees have the responsibility to:**

1. Understand the training requirements to use existing 15-passenger vans safely.
2. Apply the training to safely drive a 15-passenger van.
3. Comply with the directives of this policy

**Risk Management has the responsibility to:**

1. Assist departments/locations with identifying existing 15-passenger vans.

2. Assist departments/locations with employee training.
3. Audit each department's compliance with this policy.

**Purchasing has the responsibility to:**

1. Ensure that 15-passenger vans are not purchased, leased, or rented.

**IV. Training**

**Safe and acceptable use of existing 15-passenger vans requires the following:**

1. Limiting the number of passengers to 12 or less, including the driver.
2. All passengers must wear seatbelts.
3. No storage shall be loaded/secured onto the roof of the van.
4. Inspect the tires weekly for proper inflation.
5. Ensure that "E" rated tires are installed on the van.
6. Train staff on the dangers of 15-passenger vans:
  - A. Speed- Added speed with this vehicle makes it more difficult to control when making turns.
  - B. High center of gravity - The high center of gravity makes the van more difficult to drive and increases the potential for a roll-over accident.
  - C. Tire inflation. - Low tire pressure adds to the potential for a roll-over accident.
  - D. Correct procedures when driving off the edge of a road.- If the wheels drop off the roadway, do not try to over compensate quickly. Gradually reduce speed and steer back onto the roadway only when it is safe to do so.
7. Only trained staff shall drive 15-passenger vans.
8. Maintain complete maintenance and training records.

**V. Retire existing 15-passenger vans**

1. Departments are required to plan the retirement of existing 15-passenger vans and shall not prolong the life of a van past its normal vehicle life.
2. Work with Finance to budget replacement vehicles as scheduled.

**VI. Prohibit the purchase, lease or rental of 15-passenger vans.**

- A. Purchasing is to ensure that 15-passenger vans are not purchased, leased, or rented.
- B. Departments are not to request 15-passenger vans. Buses shall be utilized when transportation needs exceed the requirements of smaller vans.

Questions concerning the policy will be addressed by:

Risk Management  
233 So. 10<sup>th</sup> Street  
Lincoln, NE 68508  
402-441-7671