### Experience
Fifteen-passenger vans should only be driven by experienced, licensed drivers who operate this type of vehicle on a regular basis. A commercial driver’s license is ideal. It’s important to know that 15-passenger vans handle differently than cars, especially when fully loaded.

### Attention
Stay focused on the task of safe driving by being well rested, never using a handheld phone at the wheel, and limiting conversation with other passengers. Drivers shouldn’t drive more than 8 hours per day.

### Speed
Always obey the posted speed limit, and reduce your speed as needed based on road or weather conditions. Remember that 15-passenger vans require additional braking time and cannot handle abrupt maneuvers the way cars can.

### Seat Belts
All occupants need to wear seat belts at all times. Inspect seat belts 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 approximately four times more likely to be killed than a restrained occupant.

### Tire Pressure
Inspect the tires and check tire pressure before each use. A van’s tires, including the spare tire, need to be properly inflated and the tread should not be worn down. Excessively worn or improperly inflated tires can lead to a loss of vehicle control and possibly a rollover. Check the driver’s side door pillar or the owner’s manual for the recommended tire size and pressure. Recommended tire pressure may be different for front and back tires.

### Spares
All tires weaken with age—even unused tires; avoid using an old spare on your 15-passenger van. Used 15-passenger vans may come with dangerous spare tires that are many years old. Check a tire’s age by finding its Tire Identification Number (TIN) on the tire’s sidewall. The last four digits of the TIN indicate the week and year the tire was made (e.g., 1010 = March 2010).

### Occupancy
Never allow more than 15 people to ride in a 15-passenger van. Fill the seats from front to back: when the van is not full, passengers should sit in seats that are in front of the rear axle.

### Cargo
Cargo should be placed forward of the rear axle; avoid overloading the van or placing any loads on the roof. See the vehicle owner’s manual for maximum weight of passengers and cargo and to determine towing capability.

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

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You must sign the [Adelphi University 15 Passenger Van Usage Policy Affidavit](https://example.com) after reading this safety bulletin.

*This information was provided by the National Highway Traffic Safety Administration*
Adelphi University 15 Passenger Van Usage Policy

**Vehicle Usage Affidavit**

I read and understand the safety memo pertaining to 15 passenger van usage and as such I agree that my usage of the van will be in full compliance with such memo.

<table>
<thead>
<tr>
<th>Name of Driver (Please Print)</th>
<th>Signature of Driver</th>
<th>Drivers License Number [attach copy of license]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver’s Department</td>
<td>Signature of Transportation Manager or AD Administration &amp; Investigation</td>
<td>Date</td>
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</tbody>
</table>