

Large Passenger Motor Vehicle Operations Guidelines

Nine to Fifteen Passenger Rated Motor Vehicles

These guidelines apply to vehicles rated for nine to fifteen passenger vehicles.

Drivers are required to limit the number of driving hours at one sitting to 4 hours with a minimum 30-minute rest before driving again. If travel is more than 525 miles then there must be a break every 3 hours. If driving time occurs after 9:00 p.m., you will need a second driver to relive driver duties.

Approval Process for Driving Vehicles Rated for Nine to Fifteen Passengers

Employees must satisfy the following requirements to obtain approval to drive vehicles rated for nine to fifteen passengers on behalf of the University:

1. Meet the following criteria:
 - a. Be 21 years of age or older; and
 - b. Be a current faculty or staff member of the University.
2. Student drivers must obtain prior approval from the Risk and Insurance Office.
3. Fill out the online [motor vehicle report](#).
4. Complete the University's Driver Training Certificate Program by:
 - a. Emailing durisk@drake.edu to request online training;
 - b. Completing online training and email Certificate of Completion at the end of the training to durisk@drake.edu
 - c. Meeting one of the following conditions:
 - i. Provide confirmation of having driven a vehicle rated for nine to fifteen passengers on at least one trip greater than 50 miles in the past current year; or
 - ii. Have a CDL license endorsement; or
 - iii. Successfully complete a physical driving vehicle operations course with Public Safety Office.

Drivers will be notified by the Risk and Insurance Office when they have been added to the University's list of drivers approved for driving vehicles rated for nine to fifteen passengers.

Vehicles Over Fifteen Passengers

Employees seeking approval to drive vehicles rated for more than fifteen passengers should contact durisk@drake.edu for approval. Driver's License must have CDL endorsement to be approved to drive these motor vehicles.

Towing Operations and Trailers

All motor vehicles utilized for towing operations must have been properly designed and equipped for those operations from the factory; aftermarket installation of tow packages is prohibited.

Vehicles carrying more than thirteen passengers will not be allowed to tow trailers. Vehicles carrying less than twelve passengers can be operated with a trailer attached. Drivers operating a vehicle with a trailer attached must demonstrate competency in vehicle operations with a trailer attached, which can be completed by scheduling an assessment by emailing ehs@drake.edu.