



## University of Wisconsin-Stevens Point

Business Affairs  
Transportation

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### University of Wisconsin-Stevens Point Business Affairs Transportation Office

All UWSP 15-Passenger Van Drivers and Supervisors:

The Wisconsin Department of Administration has set forth additional requirements related to the use of 15-Passenger Vans. One of the major requirements is the need for each UWSP 15-passenger van driver to meet DOA's *Active Driver* definition.

Per DOA, all agencies must certify at the end of each quarter whether their drivers remain a qualified driver or if refresher training is necessary. To remain qualified, a driver must have driven at least 10 hours or a minimum of 400 miles in the preceding quarter. If a driver does not meet the standard for one quarter, then s/he must re-take REFRESHER van driver training. If a driver does not meet the standard for two consecutive quarters, then s/he must re-take the entire BASIC VAN DRIVER training course. There must be an auditable trail to prove the driver has remained qualified; it is recommended that an agency use a driver log to accomplish this requirement. In the event of a loss, the agency will have to provide documentation that the driver was properly considered as qualified (meets active driver definition).

Therefore, each UWSP 15-Passenger Van Driver must complete and maintain their own personal log documenting the miles and hours spent driving a 15-passenger van. In the event of an insurance claim a copy of this log will be requested. Attached is a log form that may be used by each UWSP driver to meet this requirement.

If you do not meet the Active Driver requirements, you must re-take training (with UWSP Transportation Department) per the following:

- Not meeting *Active Driver* requirements for one quarter – Retake Refresher Training (which is the behind the wheel training).
- Not meeting *Active Driver* requirements for two consecutive quarters = Retake entire Basic Van Driver training (classroom and behind the wheel).

We will implement this program immediately. Please estimate and document your driving times for January, 2007. At the end of March a reminder will be sent for you to check on your driver log to ensure you are meeting the Active Driver requirements. Those that do not meet the drive times/mileage will need to take the appropriate training at that time.

In addition, we are currently revising our 15-passenger van policy to include these and other requirements. Once this is finalized a copy will be distributed. We are also searching for other training resources to hopefully quicken the training process.

It is *very* important we comply with these requirements to not only improve safety, but also to meet insurance requirements. If there is an insurance claim involving a 15-passenger van and the involved driver does not meet the Active Driver requirements or other 15 passenger van requirements we will be penalized by DOA through our annual insurance premiums. This could be a substantial penalty depending on the size of the claim and would negatively affect our premiums for multiple years. Please note any premium penalty will be directly charged to the involved department.

This applies to all 12/15 passenger *van* drivers using fleet, rented, or leased 12/15 passenger vans. However those drivers who do only in-city driving (no 55 mph highways or interstate), are exempt from this particular requirement. This would include those in-city maintenance activities utilizing a 15-passenger van. However, these drivers must still complete the entire initial van training before being authorized to drive vans.

Please contact me with any questions. I can meet with you to review as needed. In addition, stay tuned for updates to the overall 15-passenger policy.

Thank you,  
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