ATTACHMENT I

Requirements for Operating a Texas State University Passenger Van

- Operator must conduct himself or herself in a professional manner.
- Operator must be in possession of a valid drivers' license.
- Operator must complete the Passenger Van Driver Training Class.
- Operator must not use a cellular phone when operating this vehicle.
- Occupants of this van shall not exceed the manufacturer's recommendation.
- Seat belts and other restraint devices should be worn at all times by all occupants.
- Operator should obey all traffic laws, ordinances and regulations.
- Driver should not operate this vehicle longer than two (2) hours without a break.
- Trips exceeding 350 miles one-way must include two qualified and university approved drivers.

- Van should be loaded according to Manufacturer recommendations.
  - Equipment and baggage should not be piled higher than seat level
  - Do not exceed manufacturer recommendations for vehicle load capacity.
  - Using the roof or exterior of these vehicles to carry loads of any kind is prohibited.

- All accidents should be reported immediately to local law enforcement authority, immediate supervisor, and Environmental Health, Safety & Risk Management, (512) 245-3616.

- Towing with a passenger sized van is prohibited unless the van is properly fitted with a towing device.