

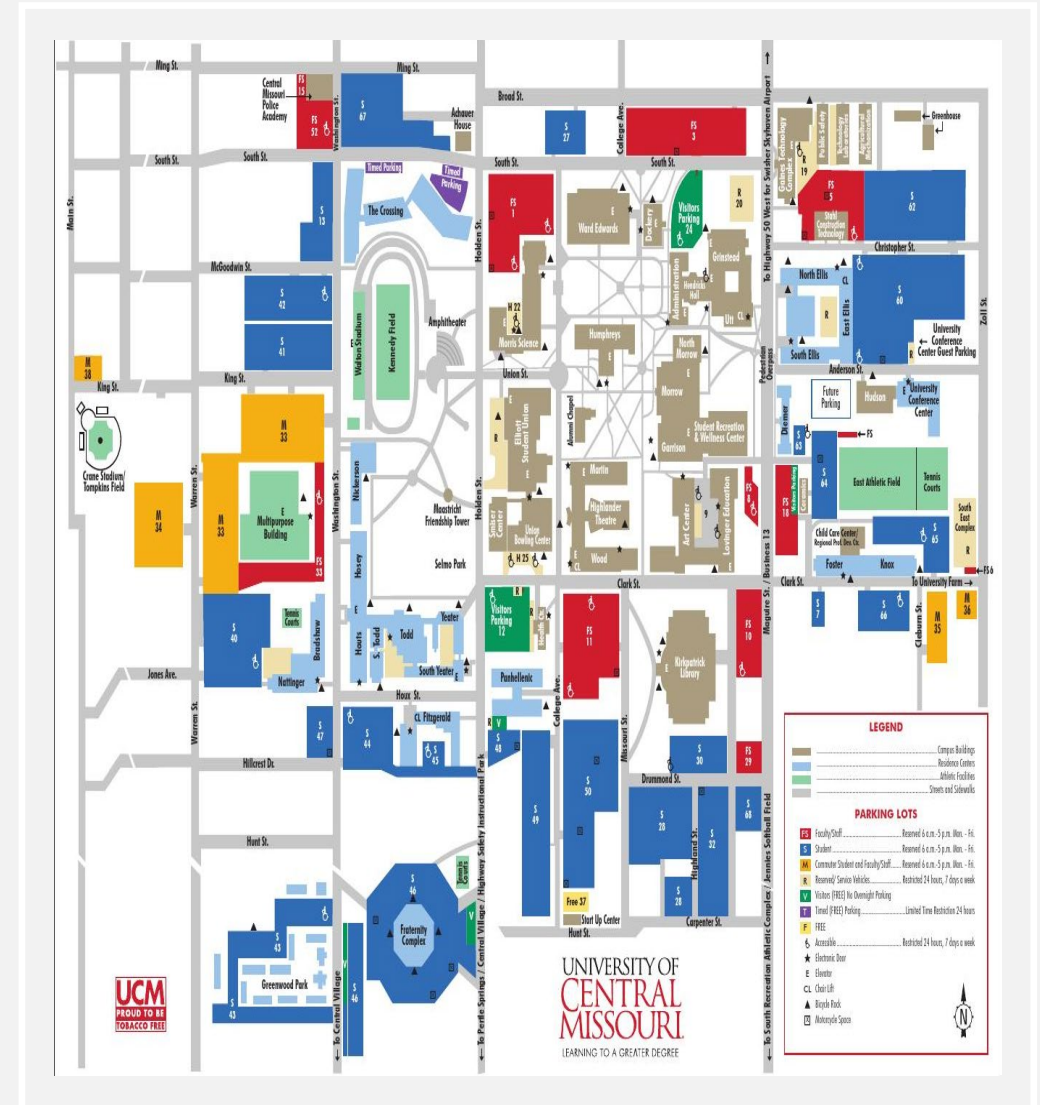


UNIVERSITY OF
CENTRAL
MISSOURI.

15-PASSENGER SHUTTLE BUS TRAINING

DRIVING ON CAMPUS

- Wear your seatbelt! It's there for a reason, it does not matter if you are only driving for 3 minutes or across campus.
- Not only is wearing your seatbelt the law, but failure to wear a seatbelt while on public streets can result in a citation and a referral to human resources while on University property.
- The speed limit all around campus is 15 MPH, this includes parking lots.
- Follow all traffic signs on campus, just because you drive here everyday does not mean you can drive however you would like.
- Make sure you are trained on driving on campus. This includes knowing how to fill up vehicles with fuel.





Van

VS



Minibus



Single Rear Wheels



Dual Rear Wheels



Standard Van Construction



Steel Cage Construction



Bench Seats



Bucket Seats



Curb-side Aisle



Center Aisle



52" Interior Headroom



74" Interior Headroom



22" High 1st Step



11.5" High 1st Step



No Entry-Assist Handles



Right & Left Hand Entry-Assist Handles



DIFFERENCE BETWEEN A VAN AND A BUS

- A shuttle bus is intended to transport groups of people place to place.
- Vans are also capable to transport people place to place, but lack the safety features of a shuttle bus.
- A shuttle bus is safer from rollover hazards than a passenger van.
 - The bus has dual rear wheels that reduces rollover risks and has a steel cage to protect occupants in the case of a rollover.
- Shuttle buses are also more comfortable for passengers to ride in.

SAFETY PRECAUTIONS

- While a 15-passenger van is convenient, it does not necessarily drive like a minivan.
- Drivers and passengers must use caution to minimize the risks associated with these vehicles.
- When driving a 15-passenger shuttle buses, drivers need to take the following safety precautions.
- Individuals driving vans **must be 25 years old.**

EXPERIENCE

- Fifteen-passenger shuttle buses 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 shuttle bus handle differently than cars, especially when fully loaded.
- A 15-passenger shuttle bus 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.
- 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.

ROLLOVER PREVENTION

As stated before, 15-passenger shuttles buses are less likely to have rollover accidents due to dual rear wheels and a steel cage.

However, drivers should still remain vigilant and practice defensive driving to prevent rollovers from occurring.

Prevention:

Avoid conditions that lead to a loss of control. Never drive while under the influence of alcohol or other drugs. Make sure you are well rested and attentive, and always slow down if the roads are wet or icy.

Drive cautiously on rural roads. Be particularly cautious on curved rural roads and maintain a safe speed to avoid running off the road.

Know what to do if your wheels drop off the roadway. If your wheels drop off the roadway, or pavement, gradually reduce speed and steer back onto the roadway when it is safe to do so.

Properly maintain your tires. Make sure your tires are properly inflated and the tread is not worn down. Worn tires can cause your van to slide sideways on wet or slippery pavement. Improper inflation can cause handling problems and can lead to catastrophic tire failures, such as blowouts. Therefore, check tire pressure and treadwear once a month.



DEFENSIVE DRIVING FOR 15-PASSENGER VANS

- The following video contains information about defensive driving and rollover prevention. Although the video is specific for vans, the same concepts apply for driving a shuttle bus.





SPEED LIMIT

- Always obey the posted speed limit, and reduce your speed as needed based on road or weather conditions.
 - Drive slower under these conditions:
 - Driving through intersections
 - Reduced visibility
 - Heavy pedestrian traffic
 - Slippery/icy road conditions
- Remember that 15-passenger shuttle buses require additional braking time and cannot handle abrupt maneuvers the way cars can.

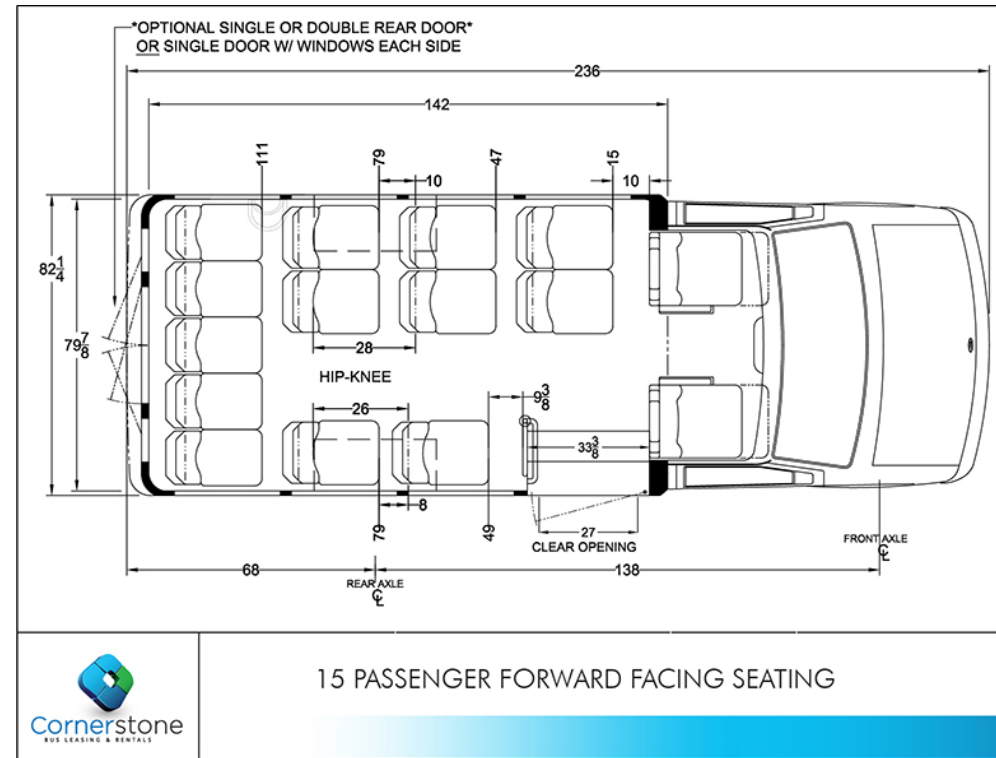
SEAT BELTS

- 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.



OCCUPANCY/CARGO

- Due to safety concerns, never allow more than 9 people to ride in a 15-passenger shuttle bus, including the driver.
- Fill the seats from front to back: when the bus is not full, passengers should sit in seats that are in front of the rear axle.
- When entering or exiting the bus, use the handrails to prevent slips, trips, or falls.
- Cargo should be placed forward of the rear axle; avoid overloading the bus 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.



- Due to their size, most shuttle buses do not fit in a standard parking spot.
- Make sure to choose a spot that provides enough room. You should also always be able to pull forward when leaving a parking spot, which may require you to back the vehicle in.
- Double check your blind spots and use your spotters, which are the smaller mirrors attached to your side view mirrors to help reduce blind spots.
- When on campus do not block:
 - Emergency exits
 - Doors
 - Stairs
 - Sidewalks
 - Fire hydrants
 - Fire lanes
 - Handicap ramps



BRAKING

- Shuttle buses require longer braking times than other automobiles.
- The more weight they are toting, the longer the stop.
- The same goes for speed—drivers should gradually come to a stop as they approach their destination.
- If you need to recover from a skid, take your foot off the accelerator and pump the brakes gently to avoid any collisions.

MAINTENANCE/REPAIRS

- Spares: All tires weaken with age—even unused tires; avoid using an old spare on your 15-passenger shuttle bus. Used 15-passenger shuttle buses 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).

Pre-Use Checklist	Maintenance Checklist
Lights	Fluid Levels
Brakes	Tire Pressure & Condition
Fuel	Battery Corrosion
Mirrors	Windshield Wipers
Seatbelt	Steering Mechanisms
Horns	Spare Tire
First Aid Materials	Fuses



SUPERVISOR RESPONSIBILITIES

- Ensure all workers have a valid driver's license.
- Ensure all workers are trained how to operate a 15-passenger shuttle bus on campus.
- Ensure all workers have completed this training and taken the corresponding quiz.
- Ensure all workers have read the operator's manual as well as keeping accurate training logs.
- Disciplinary actions if needed.

OPERATOR ACCOUNTABILITY

- Familiarize yourself with the van's operator's manual.
- Complete a daily vehicle inspection prior to each use.
- Complete this training and score 100% on the 15-Passenger Shuttle Bus Safety Quiz.
- Ensure you have completed all the required training to operate a shuttle bus.
- Follow all campus rules and procedures.
- Follow all vehicle safety laws.

ACCIDENT REPORTING

- Report all campus vehicle accidents to Public Safety and your supervisor.
- Contact Public Safety for a Vehicle Accident Report.
 - Public Safety: (660) 543-4123 or 911 (Campus phone only)



QUESTIONS

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