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**Date:** August 31, 2017

**To:** Agency Deputy Secretaries  
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**From:** Jason Gates, Director, Bureau of State Risk Management

**Subject:** Updated 12/15 Passenger Van Policy Guidelines

DOA's current 12/15 Passenger Van Policy Guidelines were originally issued in 2003. A subcommittee comprised of representatives from DOA Fleet, DOA BSRM, DOA Legal, DOA HR, UW System Risk Management, DOT, DOC, and Chubb (State's current Van Pool Insurance carrier), was created to revise and update the existing 12/15 passenger van driver training and usage guidelines. The current van driver trainers from Madison Area Technical College also got to review and comment on the updated policy guidelines. These guidelines were designed to provide guidance to agencies in applying sound risk management principles to the usages of 12/15 passenger vans.

The key revisions to the new van policy guidelines are:

- Old NHTSA information and statistics were replaced /removed.
- The old driver categories section was removed.
- The training requirements section was revised and simplified.
- A new requirement of refresher training every three years was added.
- A recommendation for refresher training after at-fault accidents was added.
- The active driver requirement section was removed.
- A recommendation for van driver to refrain from the use of hand-held mobile communication devices was added.

Some agencies already have van driver training standards in place that exceed the revised minimum policy guidelines. Those agencies can continue to use their more stringent policy requirements. We hope these revised van driver policy guidelines will provide a more concise and effective van driver training program. The goal is to ultimately increase the safety of all van passengers and fellow motorists.

Any questions regarding the revised 12/15 passenger van policy guidelines should be directed to Andy Jennings, Property & Liability Program Manager at (608)-266-0168 or [Andy.Jennings@wisconsin.gov](mailto:Andy.Jennings@wisconsin.gov).

Cc: Jim Langdon, Division Administrator, Division of Enterprise Operations