



May 18, 2015

Subject: 10 to 15 Passenger Vans and Commercial Drivers License Requirements

Risk Management is frequently asked about permitting the use of 10 to 15 passenger vans (including driver) to transport students, staff and faculty (and guests) to and from various events. Based on studies provided by the National Highway Traffic Safety Administration (NHTSA) Risk Management does not approve of their use for Pacific business.

In addition, the State of California requires that drivers operating a vehicle designed to seat 10 or more passengers, including the driver, must have a commercial driver's license with endorsement; see - [CA DMV Commercial Driver's License Requirements](#) and the attached *Section 4: Transporting Passengers Safely* for California state requirements. Driving a 10 or more passenger van without the proper license is a violation of California law.

To avoid potential risk to our Pacific students, staff, faculty, and the University as a whole, the use of 10 to 15 passenger vans are prohibited.

SECTION 4: TRANSPORTING PASSENGERS SAFELY

THIS SECTION COVERS

- Vehicle Inspection
- Loading
- On the Road
- After-Trip Vehicle Inspection
- Prohibited Practices
- Use of Brake-Door Interlocks

Passenger vehicle drivers must have a commercial driver license if they drive a vehicle designed to seat more than 10 or more persons, including the driver.

You must have a passenger vehicle endorsement for a passenger transportation vehicle which includes, but is not limited to, a bus, farm labor vehicle, or general public paratransit vehicle when the vehicle is designed, used, or maintained to carry more than 10 passengers including the driver, for hire or for profit, or by any nonprofit organization or group.

If you take a driving test in a van designed, used, or maintained to carry 15 persons or less including the driver, you will be restricted to driving a small-size bus.

To get the endorsement, you must pass a knowledge test on Sections 2 and 4 of this handbook. If your bus has air brakes, you must also pass a knowledge test on Section 5. You must also pass the skills tests required for the class of vehicle you drive.

4.1 – VEHICLE INSPECTION

Before driving your bus, you must be sure it is safe. You must review the inspection report made by the previous driver. Only if defects reported earlier have been certified as repaired or not needed to be repaired, should you sign the previous driver's report. This is your certification that the defects reported earlier have been fixed.

See Section 11 for inspection information and guidelines. Memory aids are shown at the end of Section 11. You may only use one of these when you take your CDL pre-trip test for your CDL at the DMV. The memory aid cannot include instructions on how to perform the pre-trip inspection. Also refer to Section 5 for Air Brake information.

4.1.1 – Vehicle Systems

Make sure these things are in good working order before driving:

- Service brakes, including air hose couplings (if your bus has a trailer or semitrailer).
- Parking brake.
- Steering mechanism.
- Lights and reflectors.
- Tires (front wheels must not have recapped or regrooved tires).
- Horn.
- Windshield wiper or wipers.
- Rear-vision mirror or mirrors.
- Coupling devices (if present).
- Wheels and rims.
- Emergency equipment.