

University of North Texas Facilities Van Driver Training

Facilities Van Driver Training

A Facilities Van Driver Training course is required for all drivers of state-owned (University of North Texas) cargo or cargo-passenger vans. Vans that are covered by this requirement have a wheelbase of greater than 130". Minivans, Van-Gos, truck-style delivery vans and cargo vans with a wheelbase of equal or less than 130" are not covered by the training requirement. Drivers must complete and pass the course before operating a covered vehicle.

Course Description

The course consists of two parts, a classroom presentation and hands-on training.

Classroom Presentation

The classroom presentation reviews the University Driver program policy, provides an overview of the University Facilities rental information and procedures, and includes videos relating to vehicle inspections procedures, safety risks and proper handling of vans.

Hands-on Training

The hands-on training begins with parking, reversing and driving in a parking lot. This part of the training allows the driver to get acclimated with operating a van in a low stress environment. The training then moves on to campus driving, in-town driving, highway driving, or a combination of types according to the needs of the drivers participating in the course.

Information to Review Prior to Participation

The following information is important to know prior to attending a Facilities Van Driver Training course.

- Exemption to the training requirement may be given to a driver with experience, licensing or prior training. The **Facilities Safety & Training Coordinator** will evaluate and determine if an exemption will be granted.
- The University does not allow volunteer (non-employed) drivers to operate state vehicles. This can be verified with Risk Management Services at (940) 565-2109.
- A Driver Request form must be completed and returned to Risk Management Services prior to attending the Van Driver Training Course. A Driver Request form may be downloaded at the following location: <https://rms.unt.edu/drivers.php>. Complete and deliver the form to RMS located at 700 North Texas Blvd, or faxed to (940) 565-4919. Attendees **will not** be allowed to perform the driving portion of the training without one.
- **Beginning September 1st 2012, the fee will be increased to \$25 per person.** Contact the Facilities Safety & Training Coordinator via email at van.training@unt.edu for possible discount or group rates.
- Prior to attending a class, a Van Driver Training Registration form must be completed and sent to the Facilities Safety & Training Coordinator via email at van.training@unt.edu.

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- Attendees must bring a valid driver's license to class. Attendees **will not** be allowed to perform the driving portion of the training without one.

Training Exemptions

An exemption may be granted to an individual that has experience, licensing, or prior training that would satisfy van training requirements. The following criteria will be used in determining an exemption:

- **Level 1 Experience** – A minimum of three (3) years of experience where driving a cargo van or 12 / 15 passenger van is performed one (1) time weekly in a work setting
- **Level 2 Experience** – A minimum of two (2) years of experience where driving a cargo van or 12 / 15 passenger van is performed two (2) or three (3) times weekly in a work setting
- **Level 3 Experience** – A minimum of one (1) year of continuous experience where driving a cargo van or 12 / 15 passenger van is performed on a daily basis in a work setting
- **Licensing** – A state issued Commercial Driver License
- **Training** – Training provided by a previous employer or military

For an exemption consideration, a Van Driver Training Exemption form must be completed and sent to the Facilities Safety & Training Coordinator via email at van.training@unt.edu.

All information forwarded will be reviewed to determine if an exemption will be granted.

Registration

To register for a class, please complete the Van Safety Training Registration form online at <https://facilities.unt.edu/depts/training>.

A confirmation email will be sent to the registrant and/or the supervisor as verification of enrollment in the class.

Training Class Schedule

The Facilities Van Driver Training course is typically held on the 1st and 3rd Thursday of each month. Other dates and times may be requested to help with scheduling conflicts. Contact the Facilities Safety & Training Coordinator at (940)369-7335 or van.training@unt.edu for assistance.

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Class Location

The class is typically held in the Facilities Complex which is located directly behind West Hall off of North Texas Blvd. Upon reaching West Hall, turn in and continue down a long driveway towards a fenced complex area. The training will take place in Room 122 of the Custodial Services Building. In order to park a personal vehicle within the complex, a D-permit or a Visitor Pass is required.



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FAQs

How do I find the wheelbase of my van?

- Measure the distance between the centers of the front and rear wheels. Make sure the front tires are straight to get an accurate measurement. If in doubt, contact Facilities Automotive Services or the Facilities Safety and Training Coordinator.

Do I have to pay for the training with my own money?

- You should use the department assigned account number provided by your supervisor

If I am only driving once for a summer camp, do I have to take the training?

- If you are driving state-owned (University of North Texas) cargo or cargo-passenger vans with a wheelbase of more than 130" for any reason and you do not qualify for an exemption, then you are required to take the training, no matter how often you will be driving a covered van. This includes any backup drivers or otherwise "inactive but ready" drivers for events or other types of situations.

Can I use this Van Driver Training to get an insurance discount or ticket dismissed?

- This is not considered a defensive driving course. Therefore, it does not qualify for insurance discount or ticket dismissal.

How often do I need to renew my van training?

- At this time, there is no renewal requirement. However, any driver required to drive may retake the van driver training every two years if desired.

If I am renting a van from an outside company, am I required to take the van training?

- When renting vans of the type covered by the training requirement from a commercial vehicle rental agency for university business, it is recommended that all drivers complete a Facilities Van Driver Training course first.

What if I have a large group of people that need to be van trained?

- If you have a large group of people that need to be van trained, a special class with a discount or group rate may be requested. Contact the Safety & Training Coordinator at van.training@unt.edu to schedule a time for the class, with at least one week advance notice.

Can anyone drive a UNT van?

- The University does not allow volunteer (non-employed) drivers or drivers with a poor driving history to operate state vehicles. This can be verified with Risk Management Services at (940) 565-2109.