

April 28, 2011

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 10-14 AND RELATED PAG CHANGES
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: PRH Chapter 5, Section 5.19: Vehicle Safety for 12- and 15-Passenger Vans

1. Purpose. To update policies in the Job Corps Policy and Requirements Handbook (PRH) and related parts of the Program Assessment Guide (PAG) regarding safe operation of 12- and 15-passenger vans.

2. Background. The National Highway Transportation Safety Administration (NHTSA) recently re-issued a consumer safety advisory regarding 15-passenger vans (see <http://www.nhtsa.gov/CA/10-14-2010>). Their research indicates that there is an increased risk of passenger van rollover due to:

- Inexperienced drivers;
- Improperly sized and/or inflated tires; and
- Incorrectly loaded cargo and passengers that affect center of gravity.

NHTSA research data also suggest that the majority of rollover fatalities involve a single vehicle, the van, which is most likely involved in routine driving maneuvers, such as going straight or negotiating a curve. The research also suggests that driver behavior is most often the cause.

The NHTSA research has found that 12-passenger vans have the same design, handling characteristics, and operating hazards (i.e., rollover potential) as 15-passenger vans. To ensure the continued safety of Job Corps students and staff transported in 12- and 15-passenger vans, the National Office of Job Corps has revised the PRH in response to NHTSA research and recent inquiries regarding safe operation of 12-passenger vans.

3. Explanation of PRH Changes. PRH Chapter 5, Section 5.19, Vehicle Safety and Accident Recordkeeping, has been revised as follows:

- a. Section 5.19, R2.e, has been revised to clarify that drivers shall not engage in text messaging, or use personal or government-supplied electronic equipment, when operating government-owned or -leased vehicles (collectively, GOV) or when driving privately-owned vehicles (POV) while on official government business.
- b. Section 5.19, R2.g, has been changed to require all passenger vehicle operators to comply with applicable federal, state, and local vehicle operator licensing and safe operator requirements. Federal requirements may include, but are not limited to, Hours of Service (Part 395 of the Federal Motor Carrier Safety Administration [FMCSA] regulations).
- c. Section 5.19, R2.h, has been changed to prohibit transportation of students in the back of a pickup truck or other open-bed vehicle, including vehicles equipped with caps covering the bed of the truck, unless the vehicle has been equipped with appropriately designed and constructed seating and safety restraints.
- d. Section 5.19, R2.j, has been changed to require the aisles in buses and vans to be kept free of obstructions that may hinder orderly evacuation of the vehicle during an emergency. It also requires properly securing tools, equipment, and personal belongings before operating the vehicle.
- e. Section 5.19, R2.m, has been changed to indicate that commercial driver's licenses (CDLs) are preferred for 12- and 15-passenger van operators. Drivers must adhere to the vehicle operator licensing and safe operator requirements for the state or local jurisdiction.
- f. Section 5.19, R2.n, provides the minimum safe operator requirements for 12-passenger vans. The 12-passenger vans will carry a maximum of eight passengers, including the driver. Roof racks must be removed except those that carry only light loads (e.g., ladder rack, rowing oars, etc.). No loads over 60 pounds should be placed on the roof. Rear seats must be removed.
- g. Section 5.19, R2.o, encourages centers to explore other fiscally responsible transportation options before purchasing, leasing, or renting additional 15-passenger vans.

5. Explanation of PAG Changes. PAG Chapter 5, Section 5.19, has been updated to (1) reflect each of the changes outlined above in PRH Chapter 5, Section 5.19; and (2) include related new strategies.

6. Action Required. Job Corps centers shall review the changes in PRH Chapter 5, Section 5.19, and make necessary adjustments to center policy regarding safe operation of 12- and 15-passenger vans.

Addressees are to ensure this Change Notice is distributed to all appropriate staff.

7. Effective Date. April 28, 2011.

8. Inquiries. Inquiries should be directed to Dennis Johnson at (202) 693-2876 or johnson.dennis@dol.gov.

Attachments

A – PRH Cover

B – PRH Chapter 5

C – PAG Cover

D – PAG Chapter 5