

REVISED

January 9, 2004

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 03-13

TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
 ALL JOB CORPS REGIONAL DIRECTORS
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: RICHARD C. TRIGG
 National Director
 Office of Job Corps

SUBJECT: Restrictions on the Operation and Use of 15-Passenger Vans

1. Purpose. To inform the Job Corps community of safety concerns and known risks associated with operating 15-passenger vans and to provide guidelines and restrictions for the use of these vans.

2. Background. As a result of warnings issued by the National Highway Transportation Safety Administration regarding safety concerns of 15-passenger vans, the U.S. Department of Agriculture, Forest Service, issued policy changes for the operation of these vehicles at their Job Corps Civilian Conservation Centers. This Instruction is being issued by the National Office of Job Corps to disseminate these safety concerns to all Job Corps centers, and to provide guidance on the safe operation of the 15-passenger van.

The risk of a rollover crash in the 15-passenger van is greatly increased when 10 or more people ride in these vehicles or when a load is placed on the roof, raising the center of gravity and making the van more difficult to control in an emergency situation. In a recent press release, the National Transportation Safety Board cited several incidents where crashes occurred involving 15-passenger vans due to the driver's inability to maintain control of the van during emergency situations.

3. Action. To decrease known risks from operating 15-passenger vans, the following restrictions and guidelines are being issued:

GSA 15-Passenger Vans Currently Under Lease

- All 15-passenger vans will carry a maximum of 10 passengers, including the driver. If there is a need to transport more than 10 passengers, it must be done using a higher capacity vehicle, or by using multiple smaller vehicles.
- By law, drivers of 15-passenger vehicles require only a Regular Class C driver's license to operate these vehicles. However, to ensure that drivers are oriented to the safety and driving characteristics of the van, Job Corps center directors are now required to establish a program for drivers of 15-passenger vans that will provide training, an operational test, and a written test that will target the safety, operational, and maintenance requirements of these vans. Training programs must be implemented within 60-days of this Instruction.
- Roof racks must be removed, except those that carry only light loads (e.g., ladder rack, rowing oars, etc.). No loads over 60 lbs should be placed on the roof.
- The rear seat must be removed within 60-days of this Instruction.
- As always, all drivers and passengers are required to wear seatbelts at all times.

Additional Planned/Ordered 15-Passenger Vans

- Job Corps contractors and agencies are allowed to retain 15-passenger vans that are currently in their GSA fleet inventory in accordance with the guidelines and restrictions described above.
- Job Corps contractors and agencies are not permitted to purchase, lease, or rent any additional 15-passenger vans. Orders for additional 15-passenger vans that have not been received by the center should be cancelled, if possible.

Center directors should ensure that these guidelines and restrictions are implemented and that a copy of this Instruction is distributed to the appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Paul Milam at 202-693-3119, or email to milam.paul@dol.gov; or Sandra Darden at 202-693-3130, or email to darden.sandra@dol.gov.