

**STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION  
MOTOR POOL DIVISION**

**Full size van and van driver requirements**

**15 passenger van guideline**

Effective October 9, 2007 the State Motor Pool will not rent 15 passenger vans. Additionally the Motor Pool will not rent 15 passenger vans from a vendor (e.g. Enterprise).

**12 passenger vans – cargo vans – box trucks/vans**

The State Motor Pool will continue to rent 12 passenger vans, cargo vans and box trucks/vans to agencies. Non-college enrolled or younger students are not authorized to be transported in any 12 passenger vans, cargo vans and box trucks/vans.

**Van use**

1. **Transportation of non-college enrolled, high school and younger children.** Agencies are restricted from transporting non-college enrolled, high school or younger student passengers in 15 or 12 passenger full size vans, or specialty vehicles not meeting federal school bus standards. Non-college enrolled high school and younger children may be transported in mini-vans or sedans.

**Van rental/lease restrictions**

1. As of the effective date of this policy, agencies are restricted from contracting or the rental of 15 passenger full size van through the State Motor Pool for passenger transport purposes regardless of their availability from the rental vendor.
2. Agencies are authorized to rent/lease 12 passenger full size vans, cargo vans, and mini-vans from rental vendors.
3. Agencies are required to remove rear seats and reduce passengers by five (5) or more for all 15 passenger full size vans currently in service and used for passenger transport purposes.

**Exemptions**

The Mental health Institute is authorized to use two 15 passenger vans at their Reno facility. The Motor Pool Administrator can provide exemptions on a case by case basis.

### **Driver safety awareness**

The National Highway Traffic Safety Administration (NHTSA) publication, Reducing the Risk of Rollover Crashes in 15 passenger vans, is placed in a conspicuous spot in each Motor Pool owned 15 and 12 passenger vans and cargo vans as well as in all rental 12 passenger and cargo vans.

Each Motor Pool location has copies of the NHTSA publication. A copy of this publication is given to the driver at the time the driver picks up a 15 or 12 passenger van and/or cargo van from the Motor Pool. If the agency is receiving a 15 or passenger van and/or cargo van from a vendor, a copy of this publication is faxed to the agency upon confirmation of the reservation.