
Goal: to reduce the risk of transmission of COVID-19 among users and drivers of UVM vehicles through increasing ventilation, decreasing vehicle capacity, spacing out seating arrangements, implementing robust cleaning procedures, and requiring face coverings for drivers and passengers. The following guidelines comply with State of Vermont health and safety mandates, Vermont Occupational Safety and Health Administration (VOSHA), and align with best practices recommended by the CDC, occupational health industry groups, and local transportation agencies in Vermont.

Reduced Capacity
Capacity on all UVM vehicles and shuttles has been reduced in accordance with VOSHA requirements and public health guidelines for public transit and ride sharing industries:

1. **UVM Shuttle and CatsRide vehicles** are not to exceed the following passenger capacities. Occupancy may be further reduced based on seating configuration and maintaining 6-feet of distancing between passengers.
   - 40’ shuttle buses: 18 passengers
   - Cutaway passenger buses: 8 passengers
   - CatsRide Van: 6 passengers

2. **UVM Department vehicles**
   - Passenger vehicles: 2 occupants (driver plus one other passenger)
   - Pick-Up Trucks and Physical Plant vans: 2 occupants (driver plus one other passenger)

3. **UVM Passenger Vans shared by students and employees for field trips and student club activities**
   - Occupancy is capped at 50% of normal capacity, or based on the staggered seating arrangement shown below, whichever method is more conservative.
   - No one should sit directly next to another person and no one should sit directly behind another person. Departments or clubs owning these vans should consider taping off unused seats to help with seating arrangements.

![Image Source: AIHA Back to Work Safety Guidance](image-url)
**Safety Requirements**

No student or employee is permitted on any UVM vehicle if they are experiencing symptoms of COVID-19 and must complete and pass a daily health check-in on the day(s) they are a driver or passenger and prior to riding on a vehicle. Face coverings are required for all drivers and all passengers of UVM vehicles. Additionally, the following safety measures have been implemented in accordance with the CDC and VOSHA requirements:

1. **All UVM Shuttle Buses and CatsRide Vehicles**
   - Drivers are required to wear a disposable medical or surgical mask instead of a cloth face covering.
   - Plexiglass shields have been installed around the driver to separate them from passengers and encourage 6-feet of distance between driver and passengers.
   - Seat blocker signs are placed throughout vehicles to accommodate various seating arrangements.
   - Floor decals have been placed to indicate where passengers should stand.
   - Open windows if weather allows, if not, turn on vehicle ventilation system to bring in fresh air (do not recirculate air).
   - Passengers will board and exit through the rear door of the shuttle bus to avoid crowding around the driver.
   - Alcohol-based hand sanitizer dispensers have been installed at all rear entrance doors of the buses for passenger use and are ADA compliant.

2. **UVM Department Vehicles**
   - Passengers should not sit in the front seat next to the driver whenever feasible.
   - Open windows if weather allows, if not, turn on vehicle ventilation system to bring in fresh air (do not recirculate air).
   - Drivers will be responsible for briefing passengers on safety requirements and enforcing these requirements.

3. **UVM Shared Vans**
   - Stagger seating arrangements so that no one sits next to another person and no one is sits directly behind another person. See seating graphic on page 1.
   - Open windows if weather allows, if not, turn on vehicle ventilation system to bring in fresh air (do not recirculate air).
   - Drivers will be responsible for briefing passengers on safety requirements and enforcing these requirements.

**Cleaning and Disinfecting**

All UVM vehicles and shuttles must be disinfected using a product that is EPA-approved for use against COVID-19 or an alcohol solution of at least 70% alcohol. Personnel must wear PPE in accordance with the manufacturer’s instructions when using disinfecting products. Department Safety Officers and/or Supervisors are responsible for implementing a cleaning schedule for department and fleet vehicles. Clean and disinfect hard non-porous touch points including hard seating surfaces, door handles, armrests, steering wheel, grab handles, all dials and control buttons, radio and radio mic, and seatbelt buckles.
1. UVM Shuttles and CatsRide Vehicles
   o Fleet is disinfected each morning prior to going into service using a pump spray mister that disinfects the entire interior of the bus
   o All drivers have personal cleaning products including alcohol wipes and alcohol-based hand sanitizer
   o Drivers will disinfect all bus touch points at mid-day and after each service

2. UVM department vehicles and shared vans
   o Department Safety Officers and/or Supervisors are responsible for implementing cleaning procedures for department or other shared vehicles
   o At minimum, users of department vehicle or shared vans will be responsible for cleaning and disinfecting all vehicle touch points before and after each use
   o Cleaning products are obtained by the department’s COVID-19 Safety Officer or Logistics Coordinator.

Driver Training
Supervisor/Advisor Responsibilities:
It is the supervisor’s responsibility to ensure that any employees whose essential job functions include operating UVM owned, leased or rented vehicles have completed the two-part online Driver Safety Training and have received an email confirmation of authorization to drive. All students who drive UVM vehicles must also complete this training. Recertification is required each year. Supervisors/advisors must not allow supervisees who have not completed the training or have not performed the annual recertification to drive UVM owned, leased or rented vehicles.

Supervisors/advisors can check the status of their supervisees, check to see who needs recertification, and determine supervisees who have left the university and need to be deactivated at: https://riskmgmt.w3.uvm.edu/drivers/sponsors/

Request deactivation by emailing driving@uvm.edu with driver’s name and netID. We recommend that supervisors/advisors also periodically spot check eligible employee, volunteer or student drivers’ licenses to ensure they have not expired.

Driver responsibilities
It is the responsibility of each driver to:

- Confirm they are authorized to drive UVM owned, rented and leased vehicles at https://riskmgmt.w3.uvm.edu/drivers/MyStatus/ before driving
- Comply with UVM’s Driver Safety and Motor Vehicle Use Policy requirements
- Maintain authorization through annual recertification
Questions should be directed to uvm.strong@uvm.edu or (802) 656-1010