

This guidance aims to reduce the risk of transmission of COVID-19 among users and drivers of UVM vehicles and private charter companies 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.

### Travel Restrictions

Non-essential travel is only permitted within the state of Vermont. No out of state travel is allowed at this time, unless it is considered an essential part of a program or course and has received prior approval. More information on the travel policy and approval mechanisms is outlined in the [UVM Travel Policy Addendum for Spring 2021](#).

### 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 capacities are not to exceed current Green Mountain Transit posted occupancies: <https://ridegmt.com/covid-19-update/>. Occupancy limits for UVM Shuttles and CatsRide vans and cutaway buses will be posted on the vehicle and enforced by the driver. Occupancy may be further reduced based on seating configuration and maintaining 6-feet of distance between passengers whenever possible.
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 cannot exceed 50% of normal capacity, or based on the staggered seating arrangements shown below, whichever method is more conservative.
  - Occupancy may be further reduced for long trips greater than 15 minutes duration.
  - 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.

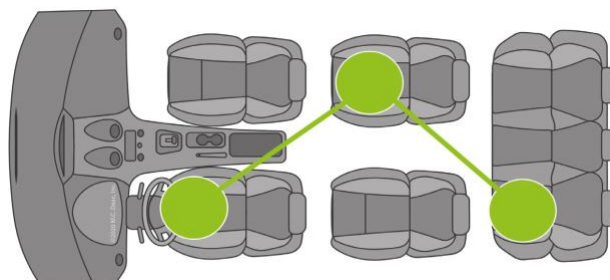
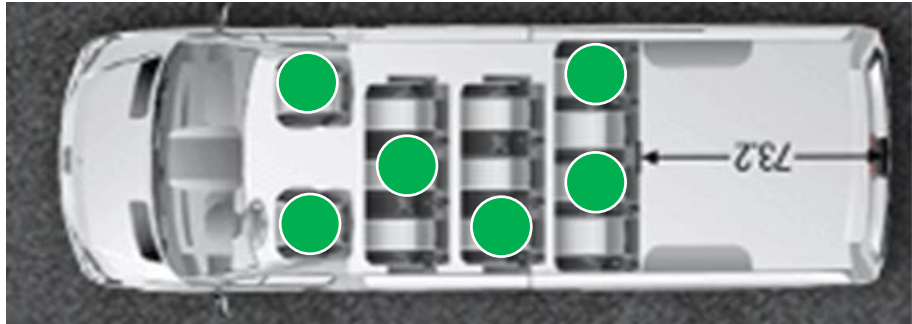


Image Source: AIHA Back to Work Safety Guidance



12-passenger vans used for UVM-sponsored travel (i.e. academic field trips) should follow seating arrangement as shown.

### Safety Requirements

Until further notice, only those with an active CatCard are permitted in UVM vehicles. For UVM programs and events, only UVM students, faculty and staff are permitted in UVM vehicles.

No one is permitted on any UVM vehicle, including shuttle buses, if they are experiencing symptoms of COVID-19. On the day(s) of, and prior to occupying a vehicle, drivers and passengers must complete and pass a daily health check-in. Face coverings must be worn at all times while occupying UVM vehicles (drivers and all passengers.) 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. The mask should be changed if it gets wet or dirty during the shift. Dispose of masks in the regular trash.
  - 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 sits directly behind another person. See seating graphics above.

- 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
  - Fleet is disinfected each morning prior to going into service using a pump spray mister that disinfects the entire interior of the bus
  - All drivers have personal cleaning products including alcohol wipes and alcohol-based hand sanitizer
  - Drivers will disinfect all bus touch points at mid-day and after each service
  
2. UVM department vehicles and shared vans
  - Department Safety Officers and/or Supervisors are responsible for implementing cleaning procedures for department or other shared vehicles
  - At minimum, users of department vehicles or shared vans will be responsible for cleaning and disinfecting all vehicle touch points before and after each use
  - 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](mailto: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**

### **Private Charter Buses and Vans**

Private charter buses and multi-passenger vans may be hired by units or departments for UVM-sponsored travel such as academic field trips. Units/Departments are required to utilize one of UVM's preferred vendors. Contact [Purchasing Services](#) for a current list of preferred vendors or to request an exception to the pre-approval requirement.

Chartered buses and vans used for this purpose are required to follow the [Mandatory Guidance for College and University Campus Learning](#), which includes reducing vehicle capacity to 50% of normal occupancy. No one should sit directly next to another person and no one should sit directly behind another person. Face coverings are required for all passengers for the duration of the trip. The bus company may have additional requirements.

Per Mandatory Guidance for College and University Campus Learning, when charter buses or vans are hired for the transportation of groups that usually have close contact, such as an athletic team, the occupancy may exceed 50% of normal occupancy, however face coverings must be worn and social distancing must be practiced. A written plan must be developed and approved prior to this transport, contact [HRSInfo@uvm.edu](mailto:HRSInfo@uvm.edu).

### **Arranging Field Trip Transportation**

Departments are responsible for providing transportation for labs and fieldtrips, either through use of UVM vans or chartered vans or buses. Departments cannot ask students to drive their own vehicles or find their own transportation.

If a student chooses not to use the transportation provided by UVM for the field trip, the student should sign an "Alternative Transportation Waiver" ([https://www.uvm.edu/sites/default/files/UVM-Risk-Management-and-Safety/Transport\\_waiver.pdf](https://www.uvm.edu/sites/default/files/UVM-Risk-Management-and-Safety/Transport_waiver.pdf)). The Alternative Transportation waiver is only applicable when UVM is providing transportation but the student chooses not to use it. The Alternative Transportation waiver DOES NOT apply if there is no UVM transportation for a field trip or other UVM sponsored activity. The waiver cannot be used as a substitution for UVM providing transportation.

UVM recommends employees do NOT use their personal vehicles for work. Using personal vehicles exposes employees financially if there is an accident. Vehicle insurance follows the vehicle, so any claims arising from the use of a personal vehicle will be processed through the employee's automobile insurance rather UVM's automobile insurance. UVM recommends that employees who regularly use their vehicles on University business maintain auto liability insurance with limits of at least \$100,000 for bodily injury and property damage liability.

**Questions should be directed to [uvm.strong@uvm.edu](mailto:uvm.strong@uvm.edu) or (802) 656-1010**