

12-15 Passenger Van Driver Training

2013-2014 Cost: \$131.15 per student

There are minimum driving standards for drivers of 12/15 passenger vans. You should check with your agency fleet manager and/or risk manager before registering for van driver training. VanPool participants should check with the VanPool Manager.

Eight students must be registered and confirmed in order for a scheduled class to take place. Enrollment will be on a first come, first served basis, determined by receipt of a properly completed application and proper payment. Applications that are not complete and/or do not include payment will be returned to the applicant. Refer to the Application for State of Wisconsin Van Driver Training.

This is an all-day class, beginning at 8:30am. The instructor is from Madison Area Technical College (MATC). Each driver should plan on the class lasting until approximately 3:30pm. A true/false test will be given at the end of the classroom session that must be passed before the driver can participate in behind-the-wheel training.

Each participant must provide his/her own transportation to and from the class, which will convene promptly at 8:30am in the Green/Jefferson conference room at the Wisconsin Department of Transportation District 1 office located at 2101 Wright Street, Madison, WI.

Classes scheduled for the second half of 2013 are as follows:

June 6, 2013	August 22, 2013	November 7, 2013
June 20, 2013	September 12, 2013	December 5, 2013
July 11, 2013	September 25, 2013	
July 25, 2013	October 10, 2013	
August 8, 2013	October 24, 2013	

You must be properly registered and be confirmed in order to attend a scheduled class.

IMPORTANT INFORMATION IF YOU REGISTER TO ATTEND TRAINING:

Be on time for class and attend the entire day's training. If you are not present for the entire training session, you will not be given a passing grade and your registration payment will be forfeited.

You will be confirmed for the class at least one week prior to the scheduled class. Once confirmed for the class, your payment will be applied to the scheduled class whether or not you attend. Substitutions will be allowed as long as you provide State Risk Management at least 48 hours notice prior to the class; phone 608-261-6638 to provide the name of your substitute.

Thirty (30) minutes will be allotted for lunch. You may choose to bring your own lunch. As an alternative, a fast food restaurant is located nearby.

The use of seatbelts is required under Wisconsin law for all drivers and passengers. If for some reason you have any intention of disputing this law or refusing to wear a seatbelt while in your capacity as a driver or passenger in a state vehicle, you will not pass this class and should not sign up.

Prior to the class, each participant should read the following four NHTSA (National Highway Traffic Safety Administration) publications:

Reducing the Risk of Rollover Crashes in 15-Passenger vans:

<http://vwww.nhtsa.dot.gov/cars/problems/studies/15PassVans/index.htm>

Analysis of Crashes Involving IS-Passenger Vans: <http://www-nrd.nhtsa.dot.gov/Pubs/80973S.PDF>

12 & 15 Passenger Vans Tire Pressure Study: Preliminary Results: <http://www-md.nhtsa.dot.gov/Pubs/809846.PDF>

Fatalities to Occupants of IS-Passenger Vans, 1997-2006: <http://www-nrd.nhtsa.dot.gov/Pubs/810947.PDF>



Application for State of Wisconsin Van Driver Training

1. Last Name:		2. First Name:		
3. Inter-D Work Address – Street (if applicable)		4. Suite/Floor #	5. City	
6. 1 st Class Mail Work Address – (if no Inter-D)		7. Suite/Floor #	8. City	9. Zip Code
10. Email Address		11. Telephone # (area code)		12. Alternate Telephone # (area code)

13. Place an "X" in the appropriate box below.

- Training is for the State Vanpool Program. Contact Brian Luther, Vanpool Manager, who will submit your completed application and arrange for payment.
- Training is for a State of Wisconsin agency. Indicate Agency Name:

Mail your completed application and payment to:
 Dept of Administration Bureau of State Risk Management, c/o Lisa Stampfli
 First Class Mail: PO Box 77008, Madison WI 53707-1008
 Inter-D Mail: 101 E Wilson St, 5th Floor

Payment must be made by either the Vanpool Program or a State of Wisconsin agency, whichever is marked above. **Checks must be made payable to MATC. If agency uses WISMART, vendor #391086718E must be used for these van driver training payments.** No purchasing cards, personal checks or personal charge or debit cards will be accepted.

14. Preferred training dates (in order from most preferred to least preferred): Allow at least 2 to 3 weeks for processing after receipt of completed application and payment.

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Enrollment will be on a first come, first served basis, determined by receipt of a properly completed application and proper payment.

You will be notified by email when there are eight people enrolled for your preferred training date. Please note that if you need to reschedule at that time, you will have five business days to request assignment to another class. If you do not re-schedule during those five business days, your registration payment will be applied to the scheduled class whether or not you attend. Substitutions will be allowed as long as you provide State Risk Management at least 48 hours notice prior to the class; phone 608-261-6638 to provide the name of your substitute.

Applicant Signature	Date
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Supervisor or Vanpool Manager (depending on which box is marked above)	Date
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