

## VAN RESERVATION INSTRUCTIONS

To help serve you better, please see these important guidelines:

- ❖ To operate a Yavapai College van, the driver must first complete the Employee Van Training class. Contact Zeke Turpin at [zeke.turpin@yc.edu](mailto:zeke.turpin@yc.edu) or (928)717-7698, to schedule the training.
- ❖ Email Facilities, at [facility@yc.edu](mailto:facility@yc.edu), to check on van availability.
- ❖ When the correct number of vans and the needed amount of days has been confirmed/reserved with Facilities Management, a Travel Request Form must be submitted to the Business Office.
- ❖ Upon receipt of the approved and completed Travel Request form, confirm that Facilities has also received the completed and approved Travel Request form from the Business Office.
- ❖ The travel packet and keys may be picked up one business day prior to the travel date from the Facilities Management Office. Hours: Mon-Fri, 7a.m. to 4:30p.m. (excluding summer hours, holidays and weather closures). Please keep in mind, van usage is only for the designated and approved travel date(s). Although keys may be picked up early, the van is not to be driven or used until the approved date and time.
- ❖ If there is a need to cancel the reservation, please notify Facilities ASAP, as there is often a waiting list.
- ❖ **All line vans MUST be refueled and the interior cleaned up before returning to Facilities.**
- ❖ Personal vehicles are to be parked in the Line Van spot during van usage.
- ❖ Upon completion of van usage, Travel Packet(s) are to be placed in the drop box at the van parking area (Prescott Campus pick-up and drop-off location), making sure to include all gas receipt(s). The mileage record must be completed by the van user(s), i.e. drivers name, beginning and ending mileage.
- ❖ Any questions, please contact Facilities at (928)776-2180.