

YC Van Driver's Training Requirements

Yavapai College has implemented Van Driver's Training as required by our Insurance Provider (Trust). These procedures were reviewed and approved by the PLT to provide a higher level of safety for Yavapai College students, faculty, and staff. Training is also required for driving Enterprise rental vans.

Driver Requirements: *Requirements below must be met before training will be scheduled.*

- Driver must be 21 years of age and have a valid & active driver's license.
- Driver must provide a copy of their current insurance card w/ their name on it. (This is only to show you are insurable)
- Driver must provide a 39 month Motor Vehicle Report (MVR) with a good driving record.
Link for AZ Motor Vehicle Reports: <http://servicearizona.com/webapp/citizenMVR/>
(Each department will reimburse driver the \$3.00 MVR fee.)

Van Training Requirements & Regulations:

- All YC employees driving vans are required to take van training every 2 years.
- All Non YC Employee's (Volunteers) must submit a volunteer form and apply through the HR NEOGOV website: agency.governmentjobs.com/ycedu/
- All vans are 12 passengers, including the driver.
- All leased vehicles must not be over 12 passengers.
- Complete van training lesson and pass a written test.
- Complete 'hands on' van driver's training including walk around inspection, loading, and interior components.
- Van training will be scheduled on an as needed basis. Please call Zeke Turpin at x7698 or email zeke.turpin@yc.edu to arrange training.

Prefer travel to be within the state of Arizona. Out of state travel will be approved on an individual basis.