

## YC Vehicle Use Procedures:

Requirements below must be met before an employee or registered volunteer can drive any YC vehicle. These procedures were reviewed and approved by the ELT to provide a higher level of safety for Yavapai College students, faculty, staff and volunteers. All drivers requesting to use a YC van or any van rented through a third party, such as Enterprise, must also complete 'Van Training'. Yavapai College has implemented Van Driver Training as required by the Insurance Provider (Trust).

**Required Documents:** Please submit required documents to [facilities@yc.edu](mailto:facilities@yc.edu) or [zeke.turpin@yc.edu](mailto:zeke.turpin@yc.edu).

- Both pages of this document must be read, signed and returned.
- All volunteers must apply through the HR NEOGOV website <https://www.governmentjobs.com/careers/ycedu> OR deliver a paper form to HR in building 30 <https://www.yc.edu/v6/human-resources/docs/forms/volunteer-form.pdf>
- Driver needs to be at least 18 years of age
- Driver must provide a copy of their valid & active driver's license.
- Driver must provide a copy of their current insurance card w/ their name on it. (To show you are insurable.)
- Driver must provide a 39 month Motor Vehicle Report (MVR) with a good driving record. There is a \$3 MVR fee that is to be paid by the drivers' department. An updated MVR is required every 2 years. <http://servicearizona.com/webapp/citizenMVR/>

**Van Training:** After the requirements above are met:

- Contact Zeke Turpin at x: 7698 or [zeke.turpin@yc.edu](mailto:zeke.turpin@yc.edu) to schedule van training.
- Van training is scheduled on an as needed basis.
- Complete van training and pass a written test.
- Complete 'hands on' training including, a walk around inspection, loading, and interior components. Hands on training is only required for line van use and not for passenger vehicle use.
- Training is also required if driving Enterprise rental vans, which cannot be over 12 passengers.

**Vehicle Reservation Instructions:** Please follow the procedures below to reserve any YC vehicle.

Drivers must have already completed the required documentation above to place a reservation.

- **Request Reservation:** The driver or liaison must email Facilities [facilities@yc.edu](mailto:facilities@yc.edu) to request a vehicle and to check availability. Upon request, please include the name of the driver, date of request and vehicle requested.
- **Travel Request Form:** Upon email confirmation of availability from Facilities, a Travel Request Form needs to be submitted to the Business Office. The Business Office forwards the final approved form to Facilities, which must be received prior to travel to release the travel packet/keys.
- **Same day travel for cars requests – If the driver's departments has an available gas card, a travel form is not required** – It is required to send an email to [facilities@yc.edu](mailto:facilities@yc.edu) to request a car, stating that a department gas card will be used to refuel the vehicle after travel. The department liaison should also be included in the email for verification. Cars are only available from the Prescott Campus.
- **Travel Packet/Keys:** Available for pick up one business day prior to the travel date from the Facilities Management Office. Hours: Mon-Fri, 7am to 4:30pm (excluding summer hours, holidays and weather closures).

Packets include: keys, gas cards and mileage form. Upon return, please include gas receipts and mileage form with driver's name and beginning/ending mileage.

- **Cancelling Reservations:** If there is a need to cancel a reservation, please notify Facilities ASAP, as there is often a waiting list.

**Vehicle Use:** Reservations are for the designated and approved travel date(s). Although keys may be picked up early, the vehicle must remain on campus and is not to be driven or used before or after the approved date and time.

- **Parking:** Vehicles must be parked on campus nightly. Vehicles cannot be parked at home or off site overnight, except during approved overnight travel when staying at a hotel.
- **Upon Return:** Travel packet(s) can be placed in the key drop box located in the correct parking lot. Vans are parked in the lot by YCPD building 28, cars are parked in the lot by Facilities, building 20. Verde Campus vehicles in parked by Facilities, VC.A. Packets must include: keys, gas cards, gas receipts and mileage form with driver's name and beginning/ending mileage.
- **Fuel:** All vehicles MUST be refueled upon return from travel and the gas receipt returned in the travel packet. Bennett Oil gas card is for Pacific Pride vendors (Texaco station in Prescott across from Facilities), and Voyager gas card can be used when out of the area.
- **Cleaning:** Please remove trash before returning. For YC vans parked in the Campus Police lots, trashcans are located at the entrance of building 28 near the key drop box. Drivers must email [Facilities@yc.edu](mailto:Facilities@yc.edu) upon return if the vehicle needs to be washed or vacuumed before the next reservation as fleet vehicles are inspected and cleaned monthly. If a vehicle needs to be washed before the normal monthly maintenance cycle, there may be a charge to the department; however vacuuming is no additional cost.

**In Case of Accident/Damage: In Case of Emergency Call 911.** Open vehicle glove box to view Emergency information and YCPD Traffic Collision Instructions. All accidents and/or damage need to be reported to Campus Police and Facilities and immediately. Facilities main phone 928-776-2180, Campus Police District wide 928-776-2185, Campus Police cell phone main number 928-237-0420. Driving privileges will be under review if there is damage from an accident in which the driver is at fault.

- **Repairs:** Only Yavapai College Facilities Management employees are authorized to work on YC Fleet or to schedule repairs and/or services and/or replace parts.

## ACKNOWLEDGEMENT:

I, \_\_\_\_\_ have read and fully understand the above Yavapai College Vehicle Use Procedures.

I, \_\_\_\_\_ acknowledge I have participated in Yavapai College training for 8-12 passenger van operating procedures.

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Facilities Management Representative

\_\_\_\_\_  
Date

**Questions: Please contact Facilities at (928) 776-2180 or email [facilities@yc.edu](mailto:facilities@yc.edu)**