Staff, Faculty and Student Van Drivers;

Operation and procedures for use of college vans have recently changed. We would like to make you aware that effective September 10, 2014, the following procedure for van use will be used:

**Van Reservations:**
- All van reservations must be made at least 5 business days in advance.
- Van reservations may be requested by email or contacting: Jason Baxter Ext: x5171 or email: jbaxter@ndc.edu

**Van Drivers:**
- Effective immediately, all van drivers SHALL be 21 years of age and older and meet all driver eligibility requirements (ability to meet minimum driving standards for insurance coverage by NDC).

**Van Check-out:**
- Drivers must report to the Keller Center in order to check-out a van that is scheduled for their specific event.
- Drivers may only take the van that has been assigned to them. Taking a van not assigned to you will result in van driving privilege’s being revoked and referral to HR for disciplinary action.
- Drivers will be given the Kiosk cabinet code (at annual training or upon your van reservation confirmation). The cabinet is located in the copy room of the Keller Center. If the Keller Center is locked, please contact NDC Police to gain access to the room where the Kiosk is located. The police do not have the code for access, so please make sure you remember your access code assigned to you.
- Drivers shall check to daily schedule log posted beside the Kiosk cabinet and verify what van they are to take.
- Drivers may pick up their respective assigned van at the Regina parking lot.
- Drivers shall follow all regulations (NDC) and laws while using the van. Misuse/abuse of the vans will result in referral to HR for disciplinary action.

**Van Check-in:**

- Drivers upon returning the van shall ensure the vehicle is filled with gas. Fueling the vehicle is the assigned drivers responsibility each time.

- Drivers must replace the steering wheel anti-theft bar when checking the van back in.

- Drivers must return the keys to the Keller Center and place them in the designed/marked key drop box in the copier room.

- Drivers shall complete and return the ‘Trip Slip’ for each trip they make when turning in the keys, in the drop box.

Any questions regarding this new procedure, please contact Jason Baxter at: jbaxter@ndc.edu