



## Passenger Van Procedures

The following are the correct procedures to reserve passenger vans from Physical Plant. In order to schedule the use of a passenger van(s), please follow these procedures:

- A contact person will be assigned to a department. The contact person is responsible for assigning drivers and responsible for their actions.
- Only NSU employees and NSU students are eligible drivers.
- Departments are responsible for fueling the passenger vans fully after use.
- Departments not set-up with gas cards are responsible for fueling passenger vans before and after use.
- Departments that frequently use passenger vans and are interested in setting-up a gas card account, please contact x8800.
- For a Drivers License Background Check and Authorization: All drivers must complete the Consent to Obtain State Motor Vehicle Records Form. The form and a copy of their drivers license should be sent to Elizabeth Guimaraes at fax (954) 262-1540 or email at guimarae@nsu.nova.edu
- Any new drivers must complete a driver-training course through Public Safety prior to driving a passenger van. Contact Aleksey Loshkin at (954) 262-8989.
- All passenger van requests must be in memo form, either faxed or through the inter-office mail services. All requests need to have specific time, dates, number of vans, assigned drivers and where vans will be traveling. (No verbal or walk -in reservations)
- All requests will receive an email or faxed confirmation with approval or denial.
- Van keys can be picked-up between the hours of 8:00am and 4:00pm, Monday thru Friday at the Central Services Building in the Physical Plant Administration office. Passenger van keys need to be dropped off at the Physical Plant Key Box located in the main entrance of the Central Services Building. Keys must be returned within time requested.
- Passenger vans are to be picked-up and returned after each use to the field located on the northwest corner of 36th and 75th.
- All damages done to vehicles and improperly working equipment must be reported to the Physical Plant immediately.