



## **Passenger Van Policies & Procedures**

The following are the policies & procedures to reserve passenger vans from physical plant, please follow these procedures:

- Driver(s) must be NSU employee/students only.
- All NSU personnel/staff/students must first contact the Director of Risk Management, Elizabeth Guimaraes, at (954) 262-5271, to determine eligibility to drive an NSU Van.
- After receiving approval from Elizabeth Guimaraes, an appointment can then be made with Aleksey Loshkin, in Public Safety to receive the training. He can be reached at (954) 262-8989, or at [loshkin@nsu.nova.edu](mailto:loshkin@nsu.nova.edu).
- All van reservations are made on a first come, first serve basis.
- All reservations are to be made 2 weeks (10 business days) in advance.
- The department point of contact submits a work order with the following information:
  - Driver's name and the Red Van Driver Training Certificate #.
  - Pick-up date and time
  - Drop off date and time
  - How many 12 passenger vans are needed
  - The name and purpose of the event
  - Trip Destination
  - An account # to charge to, to cover the damages/cleaning
- Cancellations must be made within 24 hours of scheduled reservation pick-up or a cancellation fee of \$50 will be charged to your account #.
- Van pick up hours are 9:00am to 2:00pm Monday to Friday and the drop off hours are 9:00am to 3:00pm Monday to Friday.
- The Passenger vans can be picked up at Physical Plant at the Campus Support Building ( Old Lower School.)
- Drivers License and Public Safety Red Certificate needs to be presented at the time of pick up. **NO EXCEPTION TO THE RULE**
- Each van is equipped with a Sun Pass transponder.
- When picking up the van at physical plant a visual inspection of the vehicle will be completed, a vehicle release form will be filled out by the driver and a gas card will be provided.
- Prior to returning the van(s), the gas tank must be filled up and all trash and belongings must be removed from the vehicle.
- When returning the van(s) a physical plant employee will conduct a final inspection with the Driver making sure there are no damages and trash left in the vehicle.

*\*NO ANIMALS ALLOWED IN VAN(S)\**

*NOTE: Use of tobacco/ alcohol beverages are prohibited in all NSU Van(s)*

**Contact numbers:**

**Physical Plant: (945) 262-8800**

**Public Safety: (954) 262-8999**

**Facilities Mgnt: (954) 262- 8940**

**Aleksey Loshkin: (954) 262-8989**

**Risk Management: (954) 262-5271**

**Location:**

**Physical Plant**

**Campus Support**

**Building**

**7500 SW 36<sup>th</sup> Street**

**Davie, FL 33314**



## Van Driver Training

### **Mandatory Training**

Nova Southeastern University policy mandates that all personnel/staff/students who either are required to, or wish to use, a NSU van, must first successfully complete the Van Driver Training course provided by NSU Public Safety.

### **Contact Info**

Prior to contacting Public Safety to receive the training, the supervisor/professor/advisor etc., of the person needing training must first contact Director of Risk Management, Elizabeth Guimaraes, at (954) 262-5271, to determine eligibility to drive a NSU Van.

After receiving approval from Elizabeth Guimaraes, an appointment can then be made with Aleksey Loshkin, in Public Safety, to receive the training. He can be reached at (954) 262-8989, or at [loshkin@nsu.nova.edu](mailto:loshkin@nsu.nova.edu).

### **User Friendly Scheduling**

In order to better to serve you, we have adapted the program to be available most everyday of the week, during daytime hours. This flexibility allows students and staff needing the Van Driver Training certification, the ability to pick a date and time more convenient for their schedule.

### **Certification**

Upon satisfactorily passing the Van Driver II Training, the person will receive a certificate of completion as well as an identification card, which is used to sign out a NSU van from the Physical Plant.