

## YC VEHICLE DRIVER'S TRAINING REQUIREMENTS

Yavapai College has implemented Vehicle Driver's Training as required by the 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 vehicles.

**Driver Requirements:** *Requirements below must be met before an employee or volunteer can drive any YC vehicle.*

- All volunteers must submit a volunteer form and apply through the HR NEOGOV website: <https://www.governmentjobs.com/careers/ycedu>
- 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. 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 Requirements:** *After the requirements above have been met.*

- Contact Zeke Turpin at x: 7698 or [zeke.turpin@yc.edu](mailto:zeke.turpin@yc.edu) to schedule van training.
- Training will be 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.