

Van Procedures

Vehicle Operation Rules

- ALL drivers must be cleared through the Facilities Department at NVC
- Only approved drivers may drive the van
- No smoking or consuming alcohol in the college vans
- Cell phone use is prohibited while driving
- No radar detectors may be used
- Obey and enforce all rules, regulations, terms and conditions set forth by NVC Transportation Policy
- Obey all state and federal driving laws and speed limits

Accident Procedures

- Stop and secure the vehicle
- Set out warning device if needed
- Contact local law enforcement
- Get the following information from the other driver:
 - First/Last Name
 - Date of Birth
 - Driver's License Number and State
 - Phone Number
 - Address
 - License Plate Number
 - Make/Model/Year of Vehicle
 - Damage to Vehicle
 - Injury to Driver (if any)
 - Date/Time
 - Road/Weather Conditions
 - Names and Phone Numbers of any Passengers
 - Injuries to any Passengers
 - Names and Phone Numbers of any Witnesses
- Get investigating officer's first/last name, badge number, phone number and report number
- Give the other driver your information and vehicle information
- Obtain the names and addresses of all witnesses
- DO NOT make or sign any statement other than that required by law enforcement
- Express no opinion as to who was at fault – DO NOT admit any liability

- Take time to draw a diagram of the accident
- As soon as practice, contact the Office of Facilities or Athletic Director
- If the college van is damaged and is not drivable, have it towed
- Fill out the NVC Accident Report upon return to the college

Breakdown

- Call 511, once connected say “Freeway Assistance”
- The driver currently is responsible for carrying out repair. The college will reimburse any cost related to fixing the vehicle.

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Van Return

- Vans are to be returned with a FULL tank of gas
- Please, clean the inside of the vans when you return
- Report any problems you are having or noticed with the van