

NOVA SCOTIA AGRICULTURAL COLLEGE

USE OF VAN

SECTION A

BOOKING

1. Bookings will be made through Fred Fergus Ext. 3135 email ffergus@nsac.ca or Theresa Osborne Ext. 6710 email tosborne@nsac.ca
2. Acceptance of bookings will take into consideration the most economical and suitable use of the van. Bookings for class work and athletics will have priority. (The van is not to be used off-road).
3. Use of the van shall include:
 - NSAC department use for travel to meetings/conferences/department approved activity with multiple department members.
 - NSDA use for employees to travel to meetings or tours when multiple users involved.
 - other uses as approved by the NSAC Bus/Van committee.

Please note - The 7 passenger van should not be used for single passenger use unless all other options have been exhausted and no multiple user bookings have been requested for the same time period. The van is not available for personal use.
4. A charge for the use of the van will be made to the user's budget cost center. Budget cost center to be charged must be specified when booking.
5. Charge for Van:

8:00 am - 12:00 Noon	- \$ 25 + gas
1:00 pm - 5:30 pm	- \$ 25 + gas
5:30 pm - 10:30 pm	- \$ 25 + gas
<u>Complete Days</u>	- \$ 50 + gas
6. **Cancellation** of bookings must be TWO (2) WORKING DAYS IN ADVANCE of proposed use. BOOKINGS NOT CANCELLED WILL BE CHARGED THE FULL AMOUNT.

SECTION B

DRIVERS

1. Drivers must be provincial employees or employed by the University. Students, regardless of employment status, are not eligible to drive the Van.
2. All drivers must hold a minimum of a valid Nova Scotia Class 5 License.
3. Drivers are required to report any driving license convictions and/or defensive driving courses completed to **Fred Fergus**.

SECTION C

SIGNING OUT VAN

1. Keys must be picked up at the General Office (Engineering Department)in the Banting Building. **NO LATER THAN 3:30 PM.**
2. Budget cost center to be charged must be confirmed when signing out keys.
3. A credit card may be signed out to purchase fuel.

SECTION D

PRE-TRIP INSPECTION

All drivers are required to complete a pre-trip inspection report before leaving the University. The inspection book will be located in the Vehicle. The White Original Copy must be left at the General Office in the Banting Building. After hours, the white copy must be placed in the return key box at the Main Entrance of the Banting Building.

SECTION E

ACCIDENT OR BREAKDOWN

In case if an accident, a “general incident or loss report” must be filled out within 24 hours. The forms are located in the van. Please submit the form to Fred Fergus, Environmental Sciences Dept, NSAC.

If you are involved in an accident or the vehicle breaks down, please call **Fred Fergus 902-897-7778.**

SECTION F

RETURNING VAN

1. The van must be parked in the designated area at the north end of the Banting Building.
2. Drivers are required to record travel information.
3. **Keys & credit card** must be placed in the return key box (letter slot) at the Main Entrance of the Banting Building when you return.
4. Drivers are to report any damage or malfunction of the van to **FRED FERGUS, ext. 3135**
5. The van **must** be cleared of all debris (A cleaning charge of **\$100** will be levied if the van is not cleaned after use.)
6. The van must be filled with fuel.

Approved May 2010