1) Review the **Steps to Drive 12-Passenger Van** below for requirements to legally drive the van.

2) Your department will be charged **$0.40 a mile** for the use of the van.

3) Reservations are made on a **first-come first-served basis**.

4) Place van reservations in the **Event Management System (EMS)**, just as you reserve rooms. (Contact the Facilities Office [Alona x4328, Fred x7711] if you need access to EMS.)

5) In EMS, select **CFPA Vehicles**, select **Passenger Van**. A cell phone number for the person driving the van is required to finalize the booking. Once the EMS reservation is made, the **Facilities Office will email you a contract**.

6) Call the Facilities Office [Alona x4328, Fred x7711] to setup a time to pick up the van key and logbook.

7) Return **ALL completed, signed paperwork** (contract from Step 5 above and all forms listed in Step 4 below) to the **Facilities Office PAC 261 at least one week before using the van.**

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**STEPS TO DRIVE 12-PASSENGER VAN**

**COMPLIANCE WITH WASHINGTON STATE BASIC DRIVER SAFETY PROGRAM**

Training to drive the 12-passenger van must be completed every two years. Drivers must be a minimum of 21 years old to drive the 12-passenger van.

**Step 1** Complete the [Basic Driver Safety Program](#) (new and existing drivers complete this program only once).

**Step 2** Read the [University Policy on Use of Large Passenger Vans](#).

**Step 3** Enroll in large passenger van training via the [Instructions for 12-Passenger Vans](#). This training must be completed every two years.

**Step 4** Once you’ve completed the large passenger van training, take all completed, signed forms below to the **Facilities Office PAC 261 at least one week before using the van.**

1. **Safety Checklist for State Drivers** (from [Basic Driver Safety Program](#))

2. **Form #1 – Valid License to Drive and Driving Experience Statement** (from Canvas large passenger van training)

3. **Form #2 – Safe Driving Practices Acknowledgement Statement** (from Canvas large passenger van training)

4. **Photocopy of Valid Driver’s License**

   Drivers must be 21 years or older to drive the 12-passenger van.