

Cumberland Heights Van Policy

Effective: July 21, 2014

Van availability will be viewable on the share folder: *Van Reservations*

The FLC Receptionist is the gate keeper for reservations

Reservations must be made by email "NO PHONE CALLS WILL BE ACCEPTED"

Reservations must be made 24 hours in advance

Reservations must not be made any more than 48 hours in advance

All van keys are to be kept in a lock box at the FLC Receptionist Desk

When a staff member comes to get a key, to a reserved van, they will be checked against the Approved Drivers List issued by HR. ***Any person not approved will not be issued a key***

Keys will be assigned by the Receptionist, a Security Officer or PAT Member depending on day and time of the request for a key

Keys must be returned and put in the return key box kept at the FLC Receptionist Desk