

Checklist to Become an Approved University Driver for >8 Passenger Rated Vehicles

Please **X** each item when you have completed them and email a completed/signed (typed is ok) to [Risk and Insurance Office](#)

1. ___ Drivers are required to limit the number of driving hours at one sitting to 4 hours with a minimum 30-minute rest before driving again. If travel is more than 525 miles than there must be a break every 3 hours. If driving time occurs after 9pm, you will need a second driver to relieve driver duties.
2. ___ Driver Criteria:
 - A. Driver must be a current faculty or staff member of the University
 - B. Driver must be 21 years or older
 - C. Student drivers must obtain prior approval from the [Risk and Insurance Office](#).
 - D. Driver experience must include the following:
 - i. Have at least driven >8 Passenger Rated vehicle on at least 1 trip > 50 miles; a CDL license endorsement will meet this requirement as well.
 - ii. Is confident in the following: turning, backing up, using mirrors to guide, loading, wide turning, yielding right-of-way, passing, enforcement of passenger riding rules and taking evasive maneuvers without compromising the stability of the >8 passenger rated vehicle.
 - a. If driver is not comfortable in these skills, then don't drive this vehicle. For everyone's safety find a more experienced driver or use smaller vehicle(s) for the trip.
3. ___ Complete a one-time Driver Training Certificate Program by taking an online training program for large vehicles and securing the Certificate of Completion at the end of the training. Contact [Risk and Insurance](#) to be set up for the training.
4. ___ Provide a copy of the online Driver Training Certificate of Completion to the [Risk and Insurance](#) office.
5. ___ Fill out an online [Motor Vehicle Report](#) that results in less than 6 points as required by the Drake's [Point System Criteria](#).
6. ___ Review the [Transportation](#) policy.
7. ___ Review the [Large Passenger Motor Vehicle Operations Guidelines](#).
8. ___ Successfully complete a driving vehicle operations course with Public Safety Office.

NOTE: The Driver will receive an email from the [Risk and Insurance Office](#) when driver has completed the approved driver process.

The signature below affirms that the "X" items above have been completed by you (the driver).

Driver Signature and Printed Name

Date