



DRIVER REQUEST FORM

Please complete this form for anyone who you wish to drive a Waldorf University owned/leased vehicle. All drivers will be required to go through the following:

- Driver history screening and possible DMV record check
- Present a current valid driver's license-may need to get a new license to be authorized to drive a passenger van. If out of state, verification required that their license allows them to drive passenger vans.
- Online or video training as assigned by the college training administrator. This training will include a defensive driver training for **all** drivers and passenger van training for any drivers of the passenger van. Once online training is completed a certificate will be issued to the employee. A copy of the certificate will need to be presented to the training administrator.
- Read through and sign driver safety and college driver policies. *Please note that school policy prohibits student drivers under the age of 21 to drive the passenger van, unless special approval is made by VP of Business Affairs.*

Once a driver is approved, you can expect the following:

- A copy of their license and approved driver status will be sent to facilities
- An approved notification email will be sent to the driver and supervisor
- Updated training and/or driver history screening may be required on an annual basis. All efforts will be made to do this prior to the start of the academic year.

Name of driver requested for approval: _____

This person is: College Employee Student Spouse of Employee Volunteer/Community

Type of Vehicle(s) to be approved for: Car Mini-Van Passenger Van Bus

Please explain primary reason/need for this driver:

Statement of Confidence:

I advocate for _____ to be authorized to drive a Waldorf University vehicle and believe them to be a responsible driver.

Signature of Supervisor: _____ Date: _____

Department: _____

Return this form to the Payroll & Benefits Coordinator