



DRIVER TRAINING PROGRAM

Our insurance carrier requires that all employees and students, who drive or intend to drive University owned OR Rented vehicles (under the University's name & use of University insurance), be approved through our Driver Training program.

The Driver Training program has been reviewed and approved by our insurance carrier and is in place for all students, staff and faculty that wish to become an authorized University Drivers.

Facilities Management is responsible for administering the training of individuals. Facilities Management also maintains the records of individuals that have been approved by our insurance to be trained for specific vehicle(s).

Depending on the type of vehicle required, the approval and/or training varies. Please refer to examples:

Staff or Faculty

GOLF CARTS / GATORS

- Complete and sign Driver Information form, present current Driver's License to Facilities Management
- Complete a Golf Cart / Gator Drive Training session

RENTAL CAR / MINIVAN

- Complete and sign Driver Information form, present current Driver's License to Facilities Management
- Await approval from Insurance Carrier via email

UNIVERSITY CAR / MINIVAN / EXPLORER

- Complete and sign Driver Information form, present current Driver's License to Facilities Management
- Await approval from Insurance Carrier via email
- Complete Fueling Safety Test

UNIVERSITY 12-PASS VAN / CARGO VAN or RENTAL VAN

- Complete and sign Driver Information form, present current Driver's License to Facilities Management
- Await approval from Insurance Carrier via email
- Complete Fueling Safety Test
- Complete Computer online training
- Complete Behind-the-Wheel/Snow Chain session

UNIVERSITY TRAILER

(These trailers are only to be used with the approved University 12-passenger vans)

- Complete all requirements for VAN training
- Complete Trailer Training session

UNIVERSITY 15-PASS MINIBUS

- Complete and sign Driver Information form, present current Driver's License to Facilities Management
- Await approval from Insurance Carrier via email
- Complete Fueling Safety Test
- Complete Computer online training
- Complete Behind-the-Wheel session for VAN and MINIBUS
- Complete Snow Chain session (*if vehicle will be traveling thru a mountain pass or to a mountain during wintery conditions*)

UNIVERSITY 4 X 4 PICKUP

- Complete and sign Driver Information form, present current Driver's License to Facilities Management
- Await approval from Insurance Carrier via email
- Complete Fueling Safety Test
- Complete Computer online training
- Complete Behind-the-Wheel session for VAN

Students (18 or OVER)

GOLF CARTS / GATORS

- Complete and sign Driver Information form, present current Driver's License to Facilities Management
- Complete a Golf Cart / Gator Drive Training session

UNIVERSITY CAR / MINIVAN / EXPLORER

- Complete and sign Driver Information form, present current Driver's License to Facilities Management
- Await approval from Insurance Carrier via email
- Complete Fueling Safety Test
- Complete Computer online training

RENTAL CAR / MINIVAN (MUST BE 21 YRS OF AGE)

- Complete and sign Driver Information form, present current Driver's License to Facilities Management
- Await approval from Insurance Carrier via email
- Complete Fueling Safety Test
- Complete Computer online training

UNIVERSITY 12-PASS VAN / CARGO VAN

- Complete and sign Driver Information form, present current Driver's License to Facilities Management
- Await approval from Insurance Carrier via email
- Complete Fueling Safety Test
- Complete Computer online training
- Complete Behind-the-Wheel/Snow Chain session

UNIVERSITY TRAILER

(These trailers are only to be used with the approved University 12-passenger vans)

- Complete all requirements for VAN training
- Complete Trailer Training session

RENTAL 12-PASS VAN (MUST BE 21 YRS OF AGE)

- Complete and sign Driver Information form, present current Driver's License to Facilities Management
- Await approval from Insurance Carrier via email
- Complete Fueling Safety Test
- Complete Computer online training
- Complete Behind-the-Wheel/Snow Chain session

UNIVERSITY 15-PASS MINIBUS

- Complete and sign Driver Information form, present current Driver's License to Facilities Management
- Await approval from Insurance Carrier via email
- Complete Fueling Safety Test
- Complete Computer online training
- Complete Behind-the-Wheel session for VAN and MINIBUS
- Complete Snow Chain session *(if vehicle will be traveling thru a mountain pass or to a mountain during wintery conditions)*

UNIVERSITY 4 x 4 PICKUP

- Complete and sign Driver Information form, present current Driver's License to Facilities Management
- Await approval from Insurance Carrier via email
- Complete Fueling Safety Test
- Complete Computer online training
- Complete Behind-the-Wheel session for VAN

Revised 4-15-2021