

BC Driver Training & Authorization Form

The Driver Safety Program Coordinator will use this form to ensure that drivers meet the minimum legal and safety requirements prior to authorizing a college driver to operate or drive a college vehicle. College drivers will need to be reauthorized every two (2) years.

College driver means an employee, volunteer, or registered student designated as the official driver to and from an official college event or business activity and who has successfully completed the driver safety program. May also include public safety officers or employees from campus operations or other college administrators during official college business.

Passenger means any person authorized to ride with a driver while engaged in official college business.

College vehicle means any college owned, rented, leased vehicle or any personally owned vehicle being used for official college business under the direction of the department manager.

Manager/Supervisor/Driver Safety Program Coordinator

☐ **Complete License Check/Verification:** Visually check to ensure everyone assigned or authorized by the agency to drive a college vehicle has in their possession and can present to you a license that is valid under Washington State law. A visual check will include verification that: (1) license has not expired and (2) picture matches person.

☐ **Have Employee Answer Questions Below and Sign:** After verification of a valid license, have the potential van driver answer the questions below and verify the accuracy of their responses by signing at the bottom of the form. Note: Drivers who mark “no/don’t agree” in any box below, shall not be authorized to operate or drive a college vehicle. The above process and completion of this form can be repeated when a potential driver can verify by signature “yes/agree” responses to the questions below.

☐ **Provide Education/Training:** Provide agency designated driver safety education or training prior to authorizing a driver to operate a college vehicle.

☐ **Drivers Abstract:** Pull the driver abstract and verify driver is free of excluding driving criteria.

Driver

☐ I have a license that is valid under Washington State law that is current and reflects information consistent with the applicable state licensing department records.

☐ I am at least 18 years-old and have at least two years of experience driving motor vehicles.

☐ My DOL driver record is free of all the excluding driving criteria listed below.

- One or more suspension/revocation of license for reckless driving, hit and run, leaving an accident scene, failure to appear, DUI, or other vehicle-related felony (within the past three years); or
- Multiple traffic offenses (4 moving violations/infractions in 12 months/5 moving violations/infractions in 24 months) resulting in a Conditional Status driving record or subsequent suspension/revocation of license; or
- Six or more moving violations within a 12-month period resulting in license suspension.

☐ As a condition of driving a college vehicle, I agree to inform my supervisor by the next business day if my status to legally drive changes.

YES ☐ **NO** ☐ I may need to drive a van as part of my job duties.

YES ☐ **NO** ☐ I may need to drive a Utility Cart/ EZGo as part of my job duties.

College drivers also agree to all the following terms and conditions:

- Never drive a vehicle while impaired through fatigue, drugs or alcohol or lack of sleep.
- Not to use cell phones, blackberries or any other handheld communication device unless they are stopped in a safe location.
- Not eat or drink in vehicle while driving.
- Not use tobacco products in vehicle.
- Not let anyone else into the vehicle without authorization – including other students, family, children, friends, pets, etc.
- Not use college vehicles for personal use.
- Ensure they and all passengers are securely seat belted before moving the vehicle.
- Ensure that their license and proof of insurance is kept in the vehicle at all times.

Drivers who fail to meet these requirements will not be authorized to drive any college owned, rented or leased vehicles. Additionally, individual driving responsibilities may be revoked or suspended by public safety for violating the driver safety procedures or as necessary to suit the needs of the college. Public safety may authorize or deny designated driver based on past experience with an individual or activity.

Driver's Name (Print) _____ Date: _____



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Driver's Signature _____ Date: _____

Driver Safety Coordinator Name (Print) _____

Coordinator Signature _____ Date: _____