

## Driver Certification Requirements

**Driver Safety** Training Certificate of Achievement –Complete the course then print certificate (Instructions to follow)

**Valid Driver License-** Please bring to the Sewanee Police Department with Driver Safety Training Certificate and Driver Qualification Form

**Motor Vehicle Record (MVR)** covering the previous 3 years. Sewanee Dispatch may be able to assist in getting your MVR.

**Driver Qualification Form-** Completed by driver and signed by sponsor (Form is located at the bottom of these instructions)

Each driver must read and comply with the University Vehicle Use Policy:  
<https://www.sewanee.edu/media/provost/Vehicle-Use-Policy.pdf>

### Driver Safety Course

Follow these instructions to enroll in UE's Driver Safety Course:

Employees must login at <https://learn.ue.org/BB9P5089870/SewaneeEmployee>

Students must login at <https://learn.ue.org/BB9P5089870/SewaneeStudent>

Users will need to "**Create a New Account**" (if not already established since June 2017, as they transitioned to a more robust system.) Users will be asked to provide specific information about your role at the institution and then create a username and password.

Select the learning module entitled: **Driver Safety**

Once completed, download your certificate for your own records and print a copy to bring to the Police Department.

### Driver License

All employees of the University must have a valid driver license (Tennessee Class D, or equivalent) prior to the operation of any University Vehicle as required by the Tennessee Department of Safety. An "F" (For Hire) endorsement is sometimes required when transporting personnel in passenger vans. Student drivers, although not required to have a Tennessee Driver License, must have a valid license from their home state. If a passenger van is involved and the situation requires an "F" endorsement then the home state license must have an endorsement equivalent to the Tennessee "F" endorsement.

All Faculty, Staff, and Students that will be operating University-owned vehicles must first successfully complete the "Driver Safety Training" course offered by United Educators. After completing the course, please print the certificate of achievement and bring it to the dispatcher at the Sewanee Police Department.

## **Motor Vehicle Records**

No individual may operate a university vehicle until the Motor Pool Office receives a satisfactory Motor Vehicle Record (MVR) review through the Sewanee Police Department covering the most-recent three (3) year period. Such reviews will be conducted at least annually and prior to approving new driver applicants. Those with unacceptable driving records will not be allowed to operate University vehicles or personal vehicles on University business.

Unacceptable driving records include but are not limited to the following violations:

- Conviction for an alcohol and/or drug-related driving offense
- Refusal to submit to a Blood Alcohol Content (BAC) test
- Conviction for reckless driving
- Any combination of three or more moving violations, "At Fault Accidents" or "Preventable Accidents" within the most recent three years
- Suspension, revocation, or administrative restriction within the last three years
- Leaving the scene of an accident as defined by law
- At fault in a fatal accident
- Felony committed involving a vehicle
- Two or more "University Vehicle" physical damage claims in any twelve month period

# The University of the South Vehicle Driver Qualification Form

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Contact Person (For Emergency) \_\_\_\_\_

Check One: Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Student \_\_\_\_\_ Other \_\_\_\_\_

Driver License: State \_\_\_\_\_ Number \_\_\_\_\_ Class \_\_\_\_\_ Endorsements \_\_\_\_\_

Restrictions \_\_\_\_\_ Expiration Date \_\_\_\_\_ Birth Date \_\_\_\_\_

Have your driver license ever been suspended or revoked? \_\_\_\_\_

If "yes" please give details. \_\_\_\_\_

Do you have personal vehicle insurance? \_\_\_\_\_ Company Name \_\_\_\_\_

Have you had a moving violation in the past 36 months? \_\_\_\_\_ if "yes" please give details. \_\_\_\_\_

Have you ever been arrested or convicted for driving under the influence of alcohol or a controlled substance (DUI)? \_\_\_\_\_ if "yes" please give details. \_\_\_\_\_

Have you been involved in an auto accident as a driver during the past 36 months? \_\_\_\_\_ if "yes" please give details. \_\_\_\_\_

I hereby agree I will notify the Police Department and Motor Pool Office should any event occur which causes the above answers to be changed. I have read the Vehicle Use Policy and understand that as a student my failure to do so will be considered an Honor Code violation.

I agree all use of university- owned vehicles by me will be for approved department business only and the use of such vehicles for personal reasons is prohibited.

Sign: \_\_\_\_\_ Date \_\_\_\_\_

\*Sponsor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

\* Applied to student drivers and others as needed.

Revised 8/14/17