DRIVER APPROVAL PROCESS

The University promotes safe driving practices, especially on University business, whether the driver is operating a University-owned vehicle or a personal vehicle. All employees, volunteers, and students who drive on University business, including University-owned vehicles, privately-owned vehicles, and rented vehicles must successfully complete the approval process as required by the University's Vehicle Use Policy and insurance carrier. The University maintains a list of approved drivers. The following steps must be completed to obtain approval to drive in pursuit of University business:

1. The applicant will need the following:
    - approval from a department and the department's six digit account number,
    - state issued driver's license,
    - social security number, and
    - a pdf of the "Driver Safety Fundamentals" training certificate.
    - a pdf of the "Passenger Van Safety" training certificate.
2. Completion of the driver safety courses "Driver Safety Fundamentals" and "Passenger Van Safety". These training courses are available through United Educators Learning Portal.
    - Employees and Volunteers must login at this address: https://learn.ue.org/BB9P5089870/SewaneeEmployee.
    - Students must login at: https://learn.ue.org/BB9P5089870/SewaneeStudent.
        - Provide specific information about your role at the institution and then create a username and password. Once the account is set up, if you forget your username and password, the site can send them to you. After you login, you will find a collection of training courses containing "Driver Safety Fundamentals" and "Passenger Van Safety". Each course will take about 30-40 minutes to complete. Once completed, download the certificates for your own records.
3. Complete the online application web form: Submit Request For Driver Approval Enter your name and email address. You will receive an email from University of the South - The Office of Risk Management containing a form link to submit your information. This link will be active for approximately 24-36 hours. A second request for driver approval will be needed if the applicant fails to complete the information within this 24-36 hour period.

Once the applicant completes the online application. The University will conduct a Motor Vehicle Records (MVR) Review: The University obtains the applicant's MVR from a background check vendor at the time of the applicant's request and periodically thereafter for any driver who remains on the University Approved Driver List. The average cost per MVR is approximately $25. This will be charged to the department/program requesting for the applicant to drive in pursuit of University business. Allow at least two weeks for the MVR to be returned from the vendor and a decision on approval. The applicant will be notified by email when approved. To protect applicants personal identifiable information, driver approval documentation can only be submitted through this online application webform.