



## Van Driver Training Instructions

to accompany the Application for University Driving Privileges

These instructions detail the steps for obtaining the online interactive course certificate and are not a statement of policy. All applicants must read and be in agreement with the WP Transportation Policy and Procedures (WP Website under Forms, HR or G:\Public\WP Policies and Procedures).

### **Driver Course:**

All WP driver applicants *must* hold a commercial driver license or take and pass the “Defensive Driving for Vanpool Drivers” course, regardless of whether they are applying to drive a van. To take the course:

1. Notify Madison Stratton (mstratton@warnerpacific.edu) that you would like to take the class so that it can be set up for you. Information will be sent via WP email.
2. Launch and complete the 60 minute course.
3. After passing the quiz, download the certificate of completion and attach to driving application. (If you do not pass, you can re-take the quiz).
4. If desired or requested, follow the above process to take and submit a certificate for the Distracted Driver Training or other courses.

### **Application Instructions:**

1. Complete Sections 1 – 6, writing “none” or “N/A” for items that do not apply.
2. If you checked “personal vehicle” in Section 3, complete Section 7 and contact Campus Safety for a Vehicle inspection. If you did not check “personal vehicle”, cross off Section 7.
3. Sign your application (Section A) and attach the course certificate. *By signing, you attest that you have read and agree to the Transportation Policy. Your signature also gives approval to have a Motor Vehicle Report run on your driving record.*
4. Obtain supervisor approval in Section B (Department Recommendation).
5. Submit your completed application to Madison Stratton for processing (Sections C – D). ***Applications must be complete in all but Sections C and D (with a driving certificate attached) or they will be returned for completion prior to processing.***

When processed, an e-mail notification will be sent to the applicant and/or supervisor to advise of status. **Please allow 8-10 days for processing.**