

## Van Reservation Protocol & non-van Vehicle Driver Approval Process

Note that the process will take seven to ten days to complete and pre-planning your trip is very important.

**Overview:** Van drivers need to complete three training modules (3 year renewal), complete hands-on van driver course at SUPD (one time) and pass a driver's license record check SUPD (3 year renewal). The van rental approval process is designed for the van driver (requestor) to obtain the necessary documentation and upload in 25Live. Please note, All Drivers, who drive on University business, using their personal vehicle or rental vehicle are also required to complete two vehicle training modules and conduct a driver's license record check.

**Step 1** - Van driver logs in to Vector Solutions <https://southwestern-tx.safecolleges.com/training/home> and downloads their (3) required training module certificates (if completed within the past (3) years).

- Southwestern Vehicle Safety Policy
- Defensive Driver
- 15 Passenger van safety or van safety

Drivers will need to contact Human Resources at (x1435) to request the three listed course modules be assigned to them if their training certificates are past the renewal period (3 yrs) or if they are a first time requestor. Drivers should download and save copies of completed training certificates and provide copies of their certificates to SUPD when requesting a van hands-on session or when a driver's license record check is needed. This process also applies to non-van drivers (individuals who drive a rental car). One master form will be used to track status of drivers.

**Step 2** - Contact SUPD (x1944) to schedule a van driver hands-on appointment and request a driver's license record check - (3 year renewal). Note that non-van drivers should contact SUPD to complete a driver's license record check every 3 yrs.

SUPD will complete the master driver authorization form, scan and e-mail to the driver.

**Step 3** - On the 25 Live portal, driver will follow the van reservation instructions and upload the new master driver authorization form from SUPD (attachment in 25Live).

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See below protocol for all drivers using their personal vehicle or rental vehicle for University business.

ALL DRIVERS - For all drivers who drive on University business, when driving your personal vehicle or a rental vehicle (even if you never drive a van) - please track your training status at:

<https://southwestern-tx.safecolleges.com/training/home> and if outdated, please request Human Resources (x1435) to renew your two training modules and contact SUPD (x1944) for a driver's license record check on a 3 year basis. This is the responsibility of each driver. SUPD will document status on a master form.

Requirements for drivers driving on University business (non- van):

- Southwestern Vehicle Safety Policy (3yrs)
- Defensive Driver (3yrs)
- Driver's license record check (3yrs)

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