



DRIVER AUTHORIZATION PROCEDURES STUDENT DRIVER REVIEW FOR AUTHORIZATION TO DRIVE

Union University maintains vans for use by faculty, staff and authorized students for the purpose of University business or University-related activities. The University has four (4) 7-passenger vans (six passengers plus the driver), parked in designated marked spaces along "Van Row" in the PAC West lot facing the baseball field.

A department/organization's cost for van usage is .25 per mile. Each van key is attached to a wallet that contains a University credit card to be strictly used for fuel and maintenance needs while on the road. These charges are paid by the University.

Only students listed on the University's Authorized Student Driver List may drive a University van. Once a student has obtained authorization to drive a University van, it will be the student's responsibility to inform the Office of Safety and Security regarding any changes to their driver history. Authorization to drive a University vehicle will expire after one year. To renew authorization, a student driver need only submit an updated driver history within two weeks of expiration. The Office of Safety and Security may request an authorized student driver to provide an updated driver history report and/or revoke driving privileges for any reason at any time.

The Office of Safety and Security will retain all documentation related to the authorization process and, upon request, provide said information to the underwriters of Union University insurance.

To be eligible to complete the student driver authorization process, students must provide a current copy of their driver history from the state in which the student holds a valid driver's license. The driver history should be a three-year record and a non-certified report is acceptable. Students are responsible for paying the cost for obtaining their driver history record which varies from state to state. Tennessee Department of Safety charges \$5.00.

A Tennessee driver history can be obtained at Jackson's Driver License Station, which is located off Exit 76. The station is open Monday through Friday, 8:30 am-5:00 pm. The phone number is 731-423-6622. Please report to the Driver License Station by 4:00 pm in order to be served before closing time.

For states other than Tennessee, please search the internet for your state followed by "driver history" or call your state capitol. Your state capitol will provide you with a phone number to the appropriate department that maintains driving records. If your state will fax your driver history, you may have it faxed to Safety and Security at 731-661-6514.

Authorization Procedure

1. Complete the Application for Student Driver Authorization Form.
 2. Submit the completed Application for Student Driver Authorization Form along with a driver history to the Office of Safety and Security.
 3. Upon review and approval of the application and driver history, schedule a time to take the written exam and road test.
 4. Upon successful completion of the written exam and road test, obtain a Student Driver Authorization ID.
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Driver Requirements

1. All drivers must possess a valid driver's license. A copy of the license will be maintained in the Office of Safety and Security.
2. All drivers must be at least 19 years old.
3. All drivers must have current automobile liability insurance.
4. All drivers should be knowledgeable of all pertinent laws and rules of the road.
5. All drivers should be familiar with proper procedures to follow in the event of a breakdown, collision, or other emergency situation.

Van Usage Requirements

1. University van requests must be made by a Sponsor (Faculty, Staff or Administration).
2. Vans will be assigned on a first-come, first-served basis.
3. Good stewardship and time management is requested when scheduling a van. Please consider reserving a van one hour prior to departure unless a special circumstance needs consideration.
4. Van reservations are made by completing the Van Reservation Request Form found on-line or by calling the Office of Safety and Security, 731-661-5018.
5. Faculty and Staff advisors must accompany student organizations on the van if the group is traveling to an event over 60 miles from campus unless special arrangements are made with the Dean of Students.
6. The Sponsor is responsible for enlisting an Authorized Student Driver.
7. The driver is requested to call the Security cell phone, 731-394-2922, around the time of scheduled departure to meet a Security Officer at "Van Row." A Security Officer will promptly deliver the Trip Sheet and van key. Please allow approximately 5-10 minutes for the Security Officer to arrive and verify all occupants traveling in the van are listed on the Passenger List.
8. The driver is responsible for making sure all occupants fasten seatbelts.
9. Vans should be returned as scheduled on the Trip Sheet. The driver is expected to call Safety and Security if there is an unavoidable delay in returning to campus.
10. Vans should be given the best possible care, free of trash and debris. A trash receptacle is available along "Van Row" for use by the driver and occupants upon return.
11. Malfunctioning equipment or any problems relating to the operation of the vehicles should be reported in writing on the Trip Sheet.
12. Safety while on the road is key! In case of a maintenance issue, breakdown or accident, the driver should ensure the van is safely off the road and all occupants are in a safe place. Call Safety and Security, 731-394-2922, for appropriate procedure. If necessary, make contact with appropriate local authorities.
13. In case of an accident or injury, call 911 to contact local police and obtain a police report, then call Safety and Security, 731-394-2922.
14. All accidents must be reported to appropriate authorities and to Safety and Security. An accident report should be filed at the scene.
15. Any traffic violation(s) issued against the driver for any reason will be the responsibility of the driver, not Union University.
16. Vans are to be returned full of fuel.
17. Upon returning to campus, the driver should call the Security cellphone, 731-394-2922, to alert a Security Officer. The officer will retrieve the completed and signed Trip Sheet, van key and fuel receipts.