



Certified Driver Process

Revised February 2, 2018

The steps for certification for **ALL students** (regardless of vehicle type) and for **faculty/staff driving a 12 passenger van** are:

- Complete the [driver application](#) which will initiate the MVR process via HireRight®.
- Using Firefox, log in to [Blackboard](#), click on *Bowdoin College Compliance Training (under Organizations)*, which will take you to the Driver Safety training module. **Print the certificate of completion.**
- Complete [Traveler's® large passenger van training on-line](#) and **print the certificate of completion.** The training takes about 30 minutes to complete. *Certain browsers may require Adobe Flash Player to be installed on your computer in order for the video to display. If you encounter an error that requires you to check for updates, please call the Help Desk at extension 3030, as they will provide assistance with this installation. If your computer has Google Chrome, please try opening the link in this browser. Even if you are using your own computer, the Help Desk can assist you with obtaining the correct Adobe Flash Player.*
- Watch [Bowdoin's Vehicle Reservation Video](#). The video is about 5 minutes.
- Sign up for a 20 minute [commentary drive](#) **within 30 days** of completing the required on-line training(s).
- Bring proof of completion of all required items to the commentary drive, i.e. certificates of completion for on-line training.

For faculty and staff to become certified drivers who **will not** be driving 12 passenger vans, the steps are as follows:

- Individuals must be 25 years or older and only drive a College owned or rented 7 passenger mini-van or a sedan.
- Complete the [driver application](#) which will initiate the MVR process via HireRight®.
- Watch [Bowdoin's Vehicle Reservation Video](#).
- Complete the [Travelers® Risk Control training on-line](#), print the certificate of completion and send to the Fleet Scheduler for processing. *Certain browsers may require Adobe Flash Player to be installed on your computer in order for the video to display. If you encounter an error that requires you to check for updates, please call the Help Desk at extension 3030, as they will provide assistance with this installation. If your computer has Google Chrome, please try opening the link in this browser. Even if you are using your own computer, the Help Desk can assist you with obtaining the correct Adobe Flash Player.*

Please visit the [Facilities Transportation website](#) for more information or call JoJo Craig at x3689.