



Certified Driver Process

Revised August 23, 2017

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.
- 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.

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