

Certified Driver Process

Revised January 6, 2016

1. 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®.
- Review the [instructions](#) and complete the [United Educators driver safety training on-line](#) and **print the certificate of completion**. The training takes about 45 minutes to complete.
- 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.

2. 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 it to the Fleet Scheduler for processing (ccraig@bowdoin.edu).

For more information visit the [Facilities Transportation website](#).