COE Van Driver Training & Certification

Standard Requirements:

- Must hold a valid driver's license for at least 3 years
- Must be a current Cornell student or employee

Step #1: All potential drivers should review and understand University Policy 3.4: Use of Cornell Vehicles

Step #2: All students must complete a **Driver History Questionnaire** *(Employees who are not college students do not need to complete a DHQ)* Student drivers are required to complete a DHQ every year. If there is a change in your license status after you have completed the form, you are required to immediately notify your supervisor.

Give your completed form to your coordinator who will then submit it to:
Risk Management Office: 395 Pine Tree Rd, Suite 220
Or Mark Stanley mjs479@cornell.edu 607-254-1576

Step #3: Register with Fleet Services
Students will need to be approved by Risk Management first.
You will need to complete **2 forms** on https://cornell.agilefleet.com/_Welcome.asp:
User Registration and Driver Release Form
Please include the following information when filling out the registration form:

Department name: P01- Physical Education
Business Phone: 255-6183
Chart: IT
Account: P013131
Object Code: 6770

Step #4: Complete the Online Van Driver Training "Coaching the Van Driver II"
Contact Lynne Jordan llj3@cornell.edu at Fleet Services to let her know you would like to take the Large Van Training. After Lynne gets confirmation from Risk Management that you are an approved driver, she will send you a key code to access the Coaching Systems online van driver training course. It will take about 2 hours to complete and consists of various video clips followed by multiple-choice questions to test your knowledge. You will create a user ID and password that allows you to log in and out of the program, so you don't have to complete it all in one sitting. At the end of the program, you will receive a certificate of completion. Please present this certificate to your road tester.

Step #5: Take the COE Van Driving Seminar
COE Van Driving Seminars are offered several times throughout the semester. Register with Amy Woodin in the front office akw2@cornell.edu. The seminar will give you the practical experience of making sure your are familiar with the contents of the vans, how to sign out the keys, access the space tire, use tire chains, check tire pressure & oil, etc.

Step #6: Practice Driving and Complete the Road Test
Contact your coordinator at COE or Paul Gier at Fleet Services pdg34@cornell.edu to set up an appointment for a road test. You need to be absolutely confident with your van driving skills before taking on the responsibility of driving passengers. You can prepare for the test by practicing driving with a full time staff.

NOTE: This training does not cover driving with a trailer. If your program area requires that you pull a trailer, please contact your program coordinator about becoming trailer certified.

Responsible, well-trained drivers are a key component of our risk management system. Help keep our participants safe while traveling to and from our programs.