

Pott College Authorized Driver's Policy

Faculty and Staff

Authorized Driver training for faculty and staff must be completed **at least 2 weeks before trip**.

If you are not an Authorized Driver: You will receive an email from Risk Management with links on how to complete the authorized driver training.

1. This training is online and takes about 45 minutes to complete.
2. Risk Management will send a notification email when everything is processed to let you know that you are an Authorized Driver.
3. Forward that notification email from Risk Management to the Administrative Associate in the Dean's Office.

Vehicle keys come with a **Vehicle Usage Form**. Vehicle Usage Forms are to be filled out by supervising faculty or staff, **not student drivers**. Previous drivers sometimes leave the vehicle display on Trip A, Trip B, etc. Please make sure to write down the actual odometer readings, not the Trip mileage.

Student Drivers

1. Student drivers only need to become a USI Authorized Driver if you anticipate they will be driving **5 or more times** per academic year.
2. It is the responsibility of the supervising faculty or staff to make sure that the student driver has a current driver's license with them before departing on any trip.
3. If the student will be driving frequently and needs to become authorized, supervising faculty or staff should send the name and ID number of the student(s) to the Administrative Associate in the Dean's Office.
4. If the student is not already an Authorized Driver, the Dean's Office will begin the process for getting the student authorized by filling out a request with Risk Management. This will prompt an email to be sent to the student asking them to complete the training and MVR request.

Vehicle keys will only be released to Faculty or Staff. If Faculty or Staff is taking a trip with multiple vehicles, keys will only be released if an Authorized Driver has been approved for each vehicle.