



## DEPARTMENT OF CAMPUS SAFETY

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### CERTIFIED DRIVER PROGRAM REQUIREMENTS

Thank you for your interest in becoming a Certified Driver for Concordia University Irvine. The requirements of the program have been established to ensure that drivers who operate vehicles transporting students, faculty or staff are qualified and have the ability to operate vehicles in a safe manner.

To be a Certified Driver you must be **21-years of age**, have had no convictions for driving while intoxicated, reckless driving or other serious violations. You cannot have more than one moving traffic violation on your driving record within the past year or no more than two in the past three years. Any traffic accidents you have had will be evaluated to determine who was at fault and any possible mitigating factors.

When applying you must bring the following items with you:

1. **A current driver license**
2. **“Permit to use a rental [personally owned] vehicle” form signed by authorizing faculty or staff member.**
3. **If you will be driving frequently for more than one year, fill out and submit the DMV INF 1101 form for the pull notice program.**
4. **If you will be driving a personal vehicle, we will need a copy of the front page of your vehicle insurance policy showing the policy’s liability limits (a minimum of \$100,000/\$300,000).**

If you will be driving your own vehicle, you will have to fill out a “Permit to use personally owned vehicle” form **before every trip**.

After you submit your application and the required documentation, you will be required to take an on-line driving course and test administered by Alert Driving. You will be sent an e-mail message containing a login name and password. Once you have completed the course and test, Alert Driving will notify the Department of Campus Safety.

Once you have completed the online test, a request for your driving history will be made to the state where you are licensed to drive. The turn-around time for receiving your driving history may be 1 week or longer, depending upon the state. If your driving history meets the above requirements, you will be notified that you have successfully completed the requirements to be designated as a Certified Driver.

The Certified Driver and approval process can take between 1-3 weeks to complete. Please plan in advance.

#### **Important Notice:**

Fifteen (15) passenger vans cannot be used as transportation for students, faculty or staff of the University.

