

Checklist to obtain Approved Driver Status

- Read Fleet Management Policy on line at:
http://www.messiah.edu/info/20570/safety_training/820/college_fleet_driving_services

- Complete the on-line *Safe Driving Program & Self-Study Course* available on the Department of Safety's Website at:
http://www.messiah.edu/info/20570/safety_training/820/college_fleet_driving_services

- Complete driver application – available on-line at:
http://www.messiah.edu/info/20570/safety_training/820/college_fleet_driving_services

- Obtain proof of personal automobile insurance from personal carrier (declarations page of policy or other documentation indicating coverage and/or restrictions). Your name must appear as an approved driver on the policy.

- Complete the MVR Request Form – available at:
http://www.messiah.edu/info/20570/safety_training/820/college_fleet_driving_services

- Provide to Receptionist:
 - ❖ Completed application
 - ❖ Completed MVR Request Form (notification will be provided within 2 weeks of submission)
 - ❖ Copy of proof of personal automobile insurance

- Upon MVR approval and if requesting to drive a 15-Passenger Van or truck – schedule testing on-line which is can be done via the following link:
http://www.messiah.edu/info/20570/safety_training/820/college_fleet_driving_services

- Notification of approval or declination of driving privileges will be sent via email.