**Van Certification Authorization Form**

**Instructions:** Employees who are planning to drive a 15-passenger van must complete the employee information section and their supervisor must complete the supervisor authorization section. Eligible student employees must obtain the signature of an authorizing Vice Chancellor (VC) or their designee before he or she is authorized to participate in the Van Certification program. An authorized road tester must complete the practice driving section during a scheduled on-campus van road test. The completed form must be returned to the Environmental Health and Safety Office by email to safety@uncp.edu. Upon receipt of the completed form, a van driver authorization card will be provided to the driver.

### EMPLOYEE INFORMATION SECTION

<table>
<thead>
<tr>
<th>Name of Employee:</th>
<th>UNCP ID #:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address:</td>
<td>City:</td>
<td>Zip Code:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Job Title:</td>
<td>Department:</td>
<td>Department Phone:</td>
<td></td>
</tr>
<tr>
<td>Employment:</td>
<td>Full Time</td>
<td>Part Time</td>
<td>Other</td>
</tr>
<tr>
<td>Driver’s License Number and State:</td>
<td>Expiration Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Online Test Completed:</td>
<td>Grade:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Employee Signature:** ____________ Date: ____________

**FOR STUDENT EMPLOYEES AUTHORIZING VICE CHANCELLOR OR DESIGNEE SIGNATURE REQUIRED:**

**Authorizing VC or designee (Print):** ____________ Signature: ____________ Date: ____________

### SUPERVISOR AUTHORIZATION SECTION

Please complete the appropriate requirements and sign.

- I have verified employment with Human Resources.
- Employee has a valid driver’s license.
- Employee has completed the online test (see above employee section).
- Employee has scheduled van road test with authorized road tester.

By signing this section, you certify that you have reviewed and completed the above requirements.

**Supervisor (Print):** ____________ Signature: ____________ Date: ____________

### PRACTICE DRIVING SECTION

Please complete the appropriate requirements and sign.

- Conducted visual overview of van and safe driving techniques.
- Showed vehicle controls and adjustments.
- Explained to employee not to perform maintenance task unless they have received proper training/instruction.
- Monitored employee on campus driving techniques (i.e., backing, two hands on the steering wheel, wide turns, braking, smooth acceleration, and general awareness).

By signing this section, you certify that you have reviewed and completed the above requirements.

**Road Tester (Print):** ____________ Signature: ____________ Date: ____________