



"Creating an excellent
college experience"

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Section: Human Resources	
Subject: Requirements for Driving USU Vehicles	

Requirements for Driving USU Vehicles:

USU Vehicles may only be used for authorized University purposes. All drivers must be at least 18 years old and have a valid Driver's License. To ensure insurance coverage, employees who operate any vehicle on University business must follow the Vehicle Use Policy: USU Policy 514. As part of this, they must complete the approved Driver Safety Program. This program must be complete at initial employment and every two years thereafter. In the event of a moving violation citation or accident in a University vehicle, the Driver Safety Program must be retaken.

It is the responsibility of the Operations Manager to ensure that anyone in his / her department that drives a vehicle has taken the Driver Safety Program and maintain records of certification.

Procedure to take the Driver Safety Program:

1. Go to: <https://parking.usu.edu/htm/parking-information/drivers-representation-form>
2. Follow the 3 step directions on website
3. When taking the online test, you will need the following:
 - **Your Agency Type:** Higher Education
 - **Your Agency:** Utah State University
 - **Personal e-mail address:**
 - **Your Employee ID#:** your A#
 - **The e-mail address of your supervisor:**
4. When you have completed the test, you will be notified of your score. If you pass you will be able to see your certificate and your scores will automatically be sent to the e-mail your provided.
5. If you do not pass you can take the test again.
 - The passing score is 70%
 - If you would like to study for the test you can take notes when you are watching the video and by reading the "Utah Driver Handbook"
6. When filling out the USU Driver Representation-
 - **Department you are Driving For:** Dining Services
 - **Work Number:** 435-797-1701
 - **The Dept. ID:** DPFOOD
 - **Manager of Driving Records:** Your Supervisor