



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

Name of Employee: _____ UNCP ID #: _____

Home Address: _____ City: _____ Zip Code: _____ Phone #: _____

Job Title: _____ Department: _____ Department Phone: _____

Employment: Full Time _____ Part Time _____ Other _____ Driving Record (Number of points on License): _____

Driver's License Number and State: _____ Expiration Date: _____

Date Online Test Completed: ____/____/____ Grade: _____

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: _____

