

## Pott College Authorized Driver's Policy

**All drivers of Pott College vehicles must be a USI Authorized Driver.**

### **Faculty and Staff**

Meg Wagner or Terah Hoskins in the Dean's Office will let you know your Authorized Driver status when you submit your vehicle reservation. If you are not an Authorized Driver, please see below. Authorized Driver training for faculty and staff must be completed **at least 2 weeks before trip.**

**If you are not an Authorized Driver:** You will receive an email from Risk Management with links on how to complete the authorized driver training.

1. This training is online and takes about 45 minutes to complete.
2. Risk Management will send a notification email when everything is processed to let you know that you are an Authorized Driver.
3. Forward that notification email from Risk Management to Meg Wagner and Terah Hoskins in the Dean's Office.

Vehicle keys come with a **Vehicle Usage Form**. Vehicle Usage Forms are to be filled out by supervising faculty or staff, **not student drivers.** Previous drivers sometimes leave the vehicle display on Trip A, Trip B, etc. Please make sure to write down the actual odometer readings, not the Trip mileage.

Authorized Driver status: Currently, USI Authorized Driver status lasts for 2 years. At the end of the 2 years, you will be required to complete the process again.

### **Student Drivers**

1. Supervising faculty or staff should send the name and ID number of the student(s) who will be assisting with driving to the Administrative Assistant in their department **at least 3 weeks before the trip.**
2. Administrative Assistants will provide these names to Meg Wagner and Terah Hoskins in the Dean's Office.
3. If the student is not already an Authorized Driver, the Dean's Office will begin the process for getting the student authorized. Because this process relies on multiple departments, last minute changes of drivers (less than 10 days before trip) are not possible. It would be helpful for you to provide an "Alternate" student driver that we could also get authorized, as a backup.

**Vehicle keys will only be released to Faculty or Staff.** If Faculty or Staff is taking a trip with multiple vehicles, keys will only be released if an Authorized Driver has been approved for each vehicle.