

Appendix B

Driver Authorization Process

University Drivers (except Undergraduate Students)

1. Sign into the secure portal via the Public Safety website:
<https://publicsafety.princeton.edu/services/driver-certification>
2. Follow the instruction in the portal to register as a user and upload a valid permanent US Driver's license (non-provisional/non-probationary) and the on-line completion of the Driver History Questionnaire (DHQ) and Vehicle Usage Agreement (VUA) forms.
3. Risk Management will review the completed information and uploaded documents. If the information is incomplete or updates are required, the submission will be reverted back to the applicant to update.
4. Upon receipt of a complete submission, Risk Management will request a Motor Vehicle Records (MVR) check and, if no issues are found, they will approve all documents in the portal, which could take up to three business days. If there are issues found that prohibit the applicant from being approved, they will be advised that their application was denied.

Undergraduate Student Drivers

1. Sign into the secure portal via the Public Safety website:
<https://publicsafety.princeton.edu/services/driver-certification>
2. Follow the instruction in the portal to register as a new user and upload a valid permanent US Driver's license (non-provisional/non-probationary) and the on-line completion of the Driver History Questionnaire (DHQ) and Vehicle Usage Agreement (VUA) forms.
3. Risk Management will review the completed information and uploaded documents. If the information is incomplete or updates are required, the submission will be reverted back to the applicant to update.
4. Upon receipt of completed submission, Risk Management will request a Motor Vehicle Records (MVR) check and, if no issues are found, they will approve all documents in the portal, which could take up to three business days. If there are issues found that prohibit the applicant from being approved, they will be advised that their application was denied.
5. If all documents are approved in the portal Complete Section 2 in the portal by taking and passing the On Line Quiz with a score of 70% or better.
6. Complete Section 3 of the portal by scheduling and passing the Behind the Wheel test.
7. Upon completion of Section 3, your status in the portal will changed to COMPLETED and you will be an Approved Driver.

Responsibilities

All drivers must:

- Complete driver authorization process.
- Report any accidents, damage or moving violations while driving a Princeton University owned or leased vehicle, including carts, to Risk Management within 24 hours of occurrence.
- Report any accidents or damage while driving a personal or rental vehicle on Princeton University business within 24 hours of occurrence to Risk Management within 24 hours of occurrence.
- Notify supervisor and/or DFR immediately if driver license is revoked or suspended for any reason.
- Comply with the Vehicle Use Agreement, Regulations and Safety Guidelines. See Appendix C.

Motor Vehicle Records Check Process

Staff, Faculty and Student Drivers

The driver database will identify those drivers whose licenses will be expiring or have expired. When the driver's license expires, Risk Management will request the driver complete the Driver Authorization steps above for their particular position.

Drivers are permitted to drive on University business while the results of the MVR check are pending. Upon receipt of the MVR with positive results, Risk Management shall advise the driver if they can continue with their driving privileges. With negative results, the staff/faculty driver's privileges will be reviewed for possible action. With negative results, the student driver's privileges may be revoked.