

Vehicle Certification Procedure

The Department of Recreational Services vehicles will ONLY be operated by currently certified drivers. Effective December 2017 the following revised procedures have been revised to certify Department drivers.

1. Register for a 6-hour defensive driving class taught by the Office of Safety & Risk Management. To register, please e-mail compsports@gsu.edu at least three business days prior to the class to be registered. The business hours are Monday-Friday, 8:30am-5:15pm. A notice submitted less than three business days is subject NOT to be honored for registration. If you are a no-show for the class, then you will NOT be eligible to register for another class until the following semester.
2. Following the class, you will be e-mailed to schedule a part II orientation meeting with Department of Recreational Services administrative staff.
3. In order to continue to certification process, each driver shall not have more than one violation in the previous three-year period. **The Office of Safety & Risk Management will complete a Motor Vehicle Report (MVR) in order to verify driving records are compliant with University and Department standards.**
4. If the license is approved, an orientation meeting will be confirmed based on the driver's availability and the availability of the administrative staff.
5. The orientation meeting will last roughly one and a half hours. The orientation meeting will include a 30-minute portion on key tips for driving large vehicles. The second portion of the meeting will be a hands-on practical with a ride-along.
6. If looking to drive Department sponsored trips with trailers, an additional meeting will have to be scheduled in order to become "trailer certified." This meeting will last roughly 30 minutes to an hour.
7. The part II orientation meeting will need to be scheduled and completed within 90 days of taking the defensive driving class. If after 90 days, the participant will be subject to re-taking the class.
8. A driver will NOT be considered a certified driver until they receive an official notice from a Department Administrator that will include the driver's fuel pin number.
9. Once certified, the driver will be required to complete an annual authorization form and complete an online training in which they will need to score at least 80%.