Multi-Passenger Vehicle Training Process

1. **Complete Multi-Passenger Vehicle Approval Form**
   Prospective Driver and Supervisor fill out Multi-Passenger Vehicle Approval Form and submit form to Sandra Evans, University Police.

2. **Perform License Check**
   Sandra Evans performs license check, fills out license check portion of Multi-Passenger Vehicle Approval Form and sends back to supervisor who forwards to Steven Nixon, EHS&EM

3. **Update User Profile**
   Prospective Driver must sign in the EHS&EM Safety Training Website and update their user profile by:
   1. On the right hand side of the page directly under the banner there is a box with a link that says Login to access Employee Safety Training Page, click that link and login with your ASU username and password.
   2. On the left hand side about ¾ of the way down the page there will be a box that says My Account, click on that. Then at the top of that page, there will be a link that says Please Update Your Profile, click on that and update your information in the appropriate blocks. When you have your information entered, click on submit button at bottom.

4. **Complete Multi-Passenger Vehicle Awareness Training Course**
   Prospective Driver takes Multi-Passenger Vehicle Awareness Training Course located on the EHS&EM website safety.appstate.edu under the Transportation Safety → Multi Passenger Van link.

5. **Pass Multi-Passenger Vehicle Awareness Training Test**
   Prospective Driver must pass the Multi-Passenger Vehicle Awareness Test. Test results will be submitted to Steven Nixon. Steven will contact the prospective Driver’s supervisor with instructions on scheduling a Driver Evaluation.

6. **Driving Evaluation**
   Prospective Driver will need to complete a Driver Evaluation with an approved evaluator. The approved evaluator will forward the Driver Evaluation Form to Steven Nixon EHS&EM.

7. **Certification Card is Issued**
   After all requirements are met, EHS&EM will issue driver a Multi-Passenger Vehicle Awareness Training Certification Card. The card will be sent to the supervisor to distribute to the driver.