



Driver Authorization Procedures

In order to promote driving safety and achieve better risk management, the College has implemented a driver authorization process. Only those individuals who have sufficient reason to drive a College vehicle as part of their job should complete the process. All individuals who operate a College vehicle (either owned, leased or rented) must be authorized. The driver authorization is a paperless process and one-time occurrence. Status is randomly reviewed by Central Office Human Resources on an as needed basis.

Basic requirements to be an Authorized Driver:

- Drivers must have a valid driver's license;
- Drivers must have held a valid drivers license for at least three (3) consecutive years prior to applying for Authorized Driver status;
- Driver's driving history must meet the driver evaluation and selection criteria;
- If the license of an authorized driver is revoked or suspended, the driver must notify human resources immediately and the authorization will terminate.

How to become an Authorized Driver:

- From the Employee Dashboard in MyIvy, go to Infonet → Forms → Driver Authorization Form
 - We will provide an alternative process for those individuals who do not have a network login
- After you have located the form, simply complete the information that will appear on your screen and then submit the form.
- You will be notified when you have obtained Authorized Driver status or if your request is denied.

What are the responsibilities of an Authorized Driver:

- No alcoholic beverages or drugs shall be taken into the vehicle.
- No alcohol or drugs shall be used prior to driving a vehicle.
- Seatbelts must be worn by all drivers and passengers.
- All traffic rules must be observed and adhered to at all times.
- No smoking allowed in the vehicle.
- No texting while driving.
- When the vehicle is left unoccupied, it must be locked.
- If the vehicle needs maintenance, it should be reported immediately.

If I am driving my own vehicle on College business and it is damaged, am I insured under the College insurance policy?

Your private insurance is the primary source of insurance coverage for your automobile, even when you are driving on College business. Therefore, you must carry personal automobile insurance as required by law. Ivy Tech faculty and staff shall not transport students in any vehicle that is not owned, leased, or rented by the College.