



FLEET SAFETY POLICY FOR STUDENTS

Colgate University maintains a fleet of vehicles for use by the Colgate community, including students. These vehicles are to be used for the enhancement of official programs offered through the University only. As part of its safety program, the University has established the following procedures to be followed in association with the use of a University Fleet vehicle by students.

Obtaining a Colgate University Student Driver License

The following steps must be completed in order to **become** a licensed driver of a University Fleet vehicle:

1. All students must complete a Van Driving Safety class offered by the University. These classes are two hours in length, and are offered at the beginning of each semester. Students attending the class must pass a written exam given at the end of the class.
2. All students must complete and sign a Disclosure and Release Form, allowing the University to verify driving records through their respective state's department of motor vehicles. Students must have had at least one year of driving experience, as well as be in possession of a United States or Canadian driver's license for at least one year, prior to driving a University vehicle. Students with three or more moving violations or accidents will not be allowed to drive a University vehicle. More serious infractions, including but not limited to DWI, could result in being denied the privilege of driving a University vehicle.
3. All students must pass a driving test using a Colgate University van. The driving tests are administered by Colgate University Campus Safety Department.

Once all three steps have been successfully completed, students will receive a Colgate University Student Driver License, which is effective for one year. All steps of the licensing process must be completed by the end of the current academic year. All licenses expire 9/30 of the following year for licenses obtained before the end of the first semester and 2/30 of the following year for licenses obtained before the end of the second semester.

Renewing a Colgate University Student Driver License

The following steps must be completed in order to **renew** a Colgate University Student Driver License:

1. All students must complete a Van Driving Safety Refresher class offered by the University. These classes are one hour in length, and are offered at the beginning of each semester. Students attending the class must pass a written exam given at the end of the class.
2. All students must complete and sign a Disclosure and Release Form, allowing the University to verify driving records through their respective state's department of motor vehicles. Students with three or more moving violations or accidents will not be allowed to drive a University vehicle. More serious infractions, including but not limited to DWI, could result in being denied the privilege of driving a University vehicle.

Once both steps have been successfully completed, the student's Colgate University Student Driver License will be renewed for a one-year period. All licenses expire 9/30 of the following year for licenses obtained before the end of the first semester and 2/30 of the following year for licenses obtained before the end of the second semester.