Instruction Guide for 15 Passenger Van Training
Northwest District Extension

Section I
For UF Departments:

1) Review the 15 Passenger Van policy located at the following website:
   http://www.ehs.ufl.edu/programs/hazard_ergo/vanpol/

2) Please have each employee or volunteer complete new registration form (link below) and submit to Janice with a clear copy of driver’s license. To ensure numbers are legible- write your DL#, Date of Birth and Date of Expiration beside the copy of your DL before sending http://webfiles.ehs.ufl.edu/15_passenger_van_request.pdf

   Janice will submit all applications to Environmental Health and Safety
   Building 179
   P O Box 112190
   Gainesville, FL   32611-2190

3) EHS will run a license verification and driving history record and will provide results of the check to the requesting department with a letter stating the outcome of the review. EH&$ will bear the costs associated with the license check and review. Drivers with out-of-state licenses may need to provide a record of driving history. (EH&S will advise.) Drivers with international driver’s licenses will be required to obtain a Florida Driver’s License.

   • Note: Drivers with serious moving violations (DUI/DWI, Reckless Driving, accidents, etc.) or three or more moving violations in the three-year review period shall not be permitted to operate 15-passenger vans.

4) Watch new DVD for van training. The training includes an online assessment which the trainee must pass in order to be authorized to drive. Trainees have 2 attempts to pass the assessment. A third attempt is allowed after a 30-day waiting period.

5) After viewing the DVD go to:
   my.ufl.edu
   Main menu
   Myselfservice
   Training and Development
   Request Training enrollment
   Search by Course Number
   Enter EHS870 in the box
   Click on Search
   Click on View Available Sessions
   Click on 0001-Online to access the testing
Section II
For Volunteers

1) A New Hire Demographic Form will need to be completed and sent to Janice Walden. A UFID number will be created for those individuals who do not already have one.
2) After you receive your UFID number - Go to gatorlink.com to create a new account
3) You will create a username and password at this location.
4) Once this is created you can then following the above instructions in Section I.