

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&S 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.