**How to obtain Certification to Drive for Colorado College:**

1. Bring a current and valid U.S. driver’s license to the front office of Facilities Services located at 1125 Glen Avenue. (The Van Briggle Building) between the hours of 8:00-4:30, Monday through Friday.

We cannot accept a temporary license to request or renew certification.

1. Sign the release form authorizing Colorado College to conduct a check of your Motor Vehicle Report, also known as a MVR. (*this process may take 3-10 business days, so plan* *accordingly*)
2. If you are a student/volunteer or will be driving for the athletic department, you will need to take two on-line driving courses administered by Alert Driving. One will cover driving and the other will cover Colorado College policy. These tests will be e-mailed to you from AlertDriving.com and you will also receive a username and password from Alert Driving to take these two tests.
3. Read the Colorado College Policy and Procedure manual.

Once you have been cleared and certified to drive, your name will be added to the list of authorized drivers for a period of one year. Should your driver’s license expire during this time period, it is up to the individual to provide a current, not temporary, driver’s license to Facilities Services before you will be allowed to drive again.

If your certification to drive for Colorado College expires, please write Facilities Services at [FacilitiesServices@ColoradoCollege.edu](mailto:FacilitiesServices@ColoradoCollege.edu) to request a renewal if nothing on your driver’s license has changed.

If you receive a new driver’s license, please stop at Facilities Services so that we may request a renewal, which may take up to 3-5 business days.

You may view our on-line certified driver’s list to see if your name is listed. Please go to the following Facilities Services webpage: www.coloradocollege.edu/offices/facilities click on the Transportation link and then click on the “Certified Driver’s List”.

\*If you have a driver’s license issued from Alaska, California, Pennsylvania or New Hampshire, you will need to order the Motor Vehicle Report (MVR) yourself as these states only allow the driver to obtain this information. There is usually a nominal fee associated with this which is not reimbursable. You will be provided information on how to obtain your MVR from these above listed states. You will need to obtain the last three years of your driving history record.

Remember that you must be a current certified driver in order to drive a fleet vehicle or rental vehicle for Colorado College business or activities. Motor vehicle reports can take anywhere from 3-10 business days so please plan accordingly. No one is allowed to drive until all information has been received and processed at Facilities Services, 1125 Glen Avenue.