

## 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 Briggie Building) between the hours of 8:00-4:30, Monday through Friday. We cannot accept a temporary license to request or renew certification.
- 2 Sign the release form authorizing Colorado College to conduct a check of your Motor Vehicle Report, also known as an MVR.
- 3 If you are a student/volunteer or will be driving for the athletic department, you will need to take a vehicle use procedure test. This will be administered by Facilities Services (*coming soon*).
- 4 Read the Colorado College Vehicle Use Procedures.

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.

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](http://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 Nebraska, the driver will need to order the MVR for the past 3 years of information from the Nebraska Department of Motor Vehicles. A nominal fee may apply which is not reimbursable to the driver.

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.