

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, you will need to take a vehicle use procedure test in Canvas. You must achieve 100%.
- 4 Read the Colorado College Vehicle Use Procedures.

*If you hold a driver's license issued in California or Nebraska, you will need to request a Motor Vehicle Record (MVR) covering the past three years directly from your state's Department of Motor Vehicles. Please note that a nominal fee may apply, and this cost is not reimbursable.

Once you have been cleared and certified to drive, your name will be added to the [authorized driver list](#) for **one year**. If your driver's license expires during that time, you are responsible for providing Facilities Services with a valid (non-temporary) license before you may resume driving.

If your certification to drive for Colorado College expires, please contact Facilities Services at FacilitiesServices@ColoradoCollege.edu to request a renewal, provided there have been no changes to your driver's license.

If you receive a new driver's license, please stop by Facilities Services so we can process your renewal request.

You may view our on-line [certified driver's list](#) to see if your name is listed.

Please remember that you must be a currently certified driver to operate a fleet or rental vehicle for Colorado College business or activities. Motor vehicle reports can take 3–10 business days to process, so plan accordingly. Drivers are not permitted to operate vehicles until all required information has been received and processed by Facilities Services, 1125 Glen Avenue.