



## Approved Driver Instructions

All drivers for Harding University must be approved through the Harding University Insurance Coordinator prior to driving University vehicles. The following steps must be taken in order to be considered as an approved driver for the University.

1. Complete and return the Driver Questionnaire & Release form.
2. Read and sign the Fleet Policy.
3. Complete the Online Driver Training Course.
4. Turn in the Questionnaire and Release Form and Fleet Policy signature page to the Parking & Transportation Office located in Kendall Hall.
5. If the driver has obtained a CDL, a copy of the license (both sides) must be submitted to the Parking & Transportation Office in order to drive the University buses.

The driver will be considered conditionally approved once the documents are returned to the Parking & Transportation Office and the online course completed and, if applicable, a copy of the CDL license is submitted to the Parking & Transportation Office. Drivers will only be notified if there is an issue with his or her application or the application has been denied.

NOTE: Any Harding University approved driver who is convicted of any traffic violation (excluding parking) while driving personal or University vehicles must re-submit the Driver Questionnaire and Driver Information & Release Forms within 30 days of conviction to the Parking & Transportation Office.

All forms can be found at <http://www.harding.edu/pts>