**Student Driver Procedures**

All students driving university-owned, rental or personal vehicles on behalf of Grand Valley State University must complete the following procedures. Students must complete this process every academic year. All permissions will expire at the end of the current academic year. **Students with 6 or more points or with special circumstances on their license will not be cleared to drive on behalf of GVSU.**

**STUDENT DRIVER:**

Students 18 – 20 are ONLY permitted to drive sedans or mini-vans.

Students 21 and older are permitted to drive all vehicles including 12 or 15 passenger vans (in /out of state).

**All students (21 and older) that are driving a 12 or 15 passenger van must take the online Driver Awareness program.** (<http://www.gvsu.edu/facilitiesservices/driver-awareness-12-or-15-passenger-van-training-55.htm>).

Students must self-register to take this course and present their results to the Advisor/Sponsor to verify that they have taken the course and passed it successfully. This course does not need to be repeated if passed successfully.

Out of state students must obtain a copy of their driving record from the state issuing their driver’s license. They must turn that into the GVPD for review prior to permission to drive on behalf of GVSU. We are not able to verify an International license.

**ADVISOR/SPONSOR:**

Advisors must verify the student’s actual license (confirm the name of student matches the name on license.) Verify that the student has completed the Driver Awareness Training, if applicable. The Advisor is responsible for the $5.00 fee associated with the 12-15 passenger van training and will be invoiced monthly by Safety on the Web (Summit Training Source).

Advisors will access the shared Motor pool folder, **Student Driver Checklist** spreadsheet and enter the student drivers that they need to have “cleared” to drive. For Windows 7 Users: Go to the desktop icon OFFICE DFS to see a shortcut for Facilities-DATA. The folder is Motorpool. If you do not have access granted to this folder contact Michelle Holstege in Facilities Services at 1-3845.

Advisors will complete the following categories (blue heading only), Last Name, First Name, Driver’s License #, G#, Birth Date, Phone Number, Org/Dept., Trip Sponsor, Sponsor’s Phone Number, Student email address, (verify completion) Driver Awareness Course (required for drivers 21 and older).

**gRAND VALLEY POLICE DEPARTMENT:**

Grand Valley Police Department will check licenses through the LEIN (Law Enforcement Information Network) System. The **STUDENT Driver Checklist** will be updated with Cleared (Yes / No) and DPS Expiration Date.

The LEIN process/check will be updated weekly.

**ADVISOR/SPONSOR:**

The Advisor will confirm which students are eligible to drive for their program/trip by checking the **Student Driver Checklist**.

The Advisor will notify the students if they are eligible to drive on behalf of Grand Valley State University. Also, the Advisor will notify other trip sponsors of the eligible drivers for their trip.