

## **HAMLIN UNIVERSITY'S** **Authorized Drivers of Covered Vehicles Policy**

**Only those Watershed Partners who meet the following conditions may operate a covered vehicle:**

1. Drivers must be at least 19 years old
2. Valid driver's license on file with the Office of Safety and Security
3. Driver's record on file with the Office of Safety and Security (updated annually) at Hamline University.
4. No more than 2 moving violations in the previous 3 years (major violations will be reviewed)
5. No more than 2 accidents involving Covered Vehicles in three years
6. Successfully complete Hamline's Vehicle Use Training (*Training the Van Driver* CD Rom)
7. Have on file with the Office of Safety and Security as signed Covered Vehicle Use Agreement

Each WaterShed Partner requesting permission to operate the WaterShed Partners Van (owned by Hamline University) will obtain his or her own driving record. This report will be obtained annually, with any associated fees paid by the Authorized Driver's department. Any subsequent accidents or violations may require further training.

All drivers must submit their driving records and complete the required training (on CD Rom – takes 1 hour 45 minutes) at Hamline University. Upon passing, you will receive a copy of this policy and will be responsible for knowing and following its contents. **Please note:** When you come to Hamline University to take the Van Drivers Training on CD Rom, make sure to bring with you your MN Drivers License and a copy of your driving record. If you do not have these two things you will not be allowed to take the training on CD Rom.

Authorized Drivers are under an ongoing affirmative duty to report any material changes in their driving record (e.g. new moving violation) or licensure status (e.g. suspension or revocation) to the Office of Safety and Security, Hamline University.

**To obtain a copy of a driver's license record, (a \$5 fee will be charged for each request) ticket history, etc. contact:**

Driver and Vehicle Services  
Driver Licensing and Records  
445 Minnesota Street  
Suite 180  
St. Paul, MN 55101-5180

General Telephone Number: (651) 296-6911 or (651)-297-3298

Counter Hours: 8:00 AM to 4:30 PM, Monday through Friday

To obtain driver's history information, the following information is required at the time of request:

1. Full name
2. Driver's license number
3. Address and zip code
4. Phone number
5. \$5 fee payable to Driver & Vehicle Services

Hamline University office of Safety and Security will conduct all Vehicle Use Training, keep all records relating to such training, and will provide names of all person successfully completing the training to the Risk Management Representative. The Office of Safety and Security will also keep all copies of valid driver's licenses, driving records and signed Covered Vehicle Use Agreements. A master list of all "Authorized Drivers" shall be kept and updated by Safety and Security. No authorized driver may knowingly allow an unauthorized person to operate a Covered Vehicle. Doing so will result in the loss of Covered Vehicle use privileges.