



DRIVING AND VEHICLES QUICK REFERENCE Large Passenger Vans

Please refer to the Driving and Motor Vehicles Policy for more information. The steps below are intended to summarize the process for becoming a qualified Large Passenger Van Driver.

In order to operate a 12-passenger van for the University, you must:

- Be 21 years of age
- Be an approved Driver
- Pass Van Safety Training

Please have **all persons** who may drive follow the steps below to become an authorized van driver:

1. Complete the [New Driver Authorization Form](#). University Fleet Management at UNL is the only authorized party to perform a DMV review to ensure you qualify to drive University vehicles.
 - a. Note this step requires batch files to be delivered overnight, so will not be ready on the day of application.
2. Once approved as a new driver, complete [Van Safety Training](#) in Bridge.
 - a. If student passes with an 80%-89% grade, this course will be good for 1 year.
 - b. If student passes with a 90-99% grade, this course will be good for 2 years.
 - c. If student passes with a 100% grade, this course will be good for 3 years.
3. Complete the [Annual Driver's Agreement](#).
4. Check [Driver Authorization](#).