

## MOTOR VEHICLE USE POLICY TRAINING AND INFORMATION

All Roger Williams University employees and students who fall into the following categories are required to obtain driver authorization from the University prior to operating a motor vehicle

- x Those who operate motor vehicles owned or leased by the University
- x Those who rent motor vehicles owned or leased by the University
- x Those who rent motor vehicles for university-related activities

Employees who will be operating motor vehicles as part of their job duties will complete the authorization requirements through their departments.

Students driving for a department on behalf of the University will complete their authorization requirements with their authorizing department. There is a brief defensive driving course on the EHS Bridges training site that students must take in addition to completing all other required items (employees are encouraged, but not required, to view this training as well).

Employees and students driving a 12-passenger van on behalf of the University must take a short driving test in addition to completing the driver authorization process. This driving test can be arranged through the Department of Public Safety.

Please visit RWU's Transportation Safety page for additional information :

<https://www.rwu.edu/who-we-are/administrative-offices/environmental-health-safety/transportation-safety>