



VAN CERTIFICATION AUTHORIZATION FORM

Instructions: Employee should complete the employee information section. The supervisor must complete the supervisor authorization section. All student employees must obtain the signature of an authorizing Vice Chancellor (VC) or designee before he or she is authorized to participate in the Van Certification program. The authorized road tester must complete the practice driving section during an on-campus van road test. The form must be returned to the Environmental Health and Safety Office (EHSOffice@uncc.edu or fax 75302) and then a van driver authorization card will be administered.

EMPLOYEE INFORMATION SECTION				
Name of Employee:	UNCC ID#:	GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Home Address:	City:	State:	Zip Code:	Home Phone:
Job Title:	Department:		Department Phone:	
Employment: Full Time____ Part Time____ Other____		Driving Record (Number of points on License): _____		
Date Online Test Completed: ____ / ____ / ____				
Employee Signature: _____			Date: _____	
FOR STUDENT EMPLOYEES - AUTHORIZING VICE CHANCELLOR OR DESIGNEE SIGNATURE REQUIRED:				
Authorizing VC or designee(Print): _____		Signature: _____		Date: _____
SUPERVISOR AUTHORIZATION SECTION				
Please complete the appropriate requirements and sign.				
<ul style="list-style-type: none"> ▪ I have verified employment with Human Resources. ▪ Employee has a valid driver's license. ▪ Employee has completed the online test (see above employee section). ▪ Employee has scheduled van road test with authorized road tester. 				
By signing this section, I certify that I have reviewed and completed the above requirements.				
Supervisor (Print): _____		Signature: _____		Date: _____
PRACTICE DRIVING SECTION				
Please complete the appropriate requirements and sign.				
<ul style="list-style-type: none"> ▪ Conducted visual overview of van and safe driving techniques. ▪ Showed vehicle controls and adjustments. ▪ Explained to employee not to perform maintenance tasks unless they have received proper training/instruction. ▪ Monitored employee on campus driving techniques (i.e. backing, two hands on the steering wheel, wide turns, braking, smooth acceleration, speed, and general awareness). 				
By signing this section, I certify that I have reviewed and completed the above requirements.				
Road Tester (Print): _____		Signature: _____		Date: _____