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 Environmental Health and Safety office (EHSOffice@uncc.edu or fax 75302) and then a van driver authorization card will be administered.

### EMPLOYEE INFORMATION SECTION

<table>
<thead>
<tr>
<th>Name of Employee:</th>
<th>UNCC ID#:</th>
<th>GENDER:</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address:</td>
<td>City:</td>
<td>Zip Code:</td>
<td>Home Phone #:</td>
<td></td>
</tr>
</tbody>
</table>

| 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.

- 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, you certify that you have reviewed and completed the above requirements.

Supervisor (Print): ___________________________ Signature: ___________________________ Date: __________

### PRACTICE DRIVING SECTION

Please complete the appropriate requirements and sign.

- Conducted visual overview of van and safe driving techniques.
- Showed vehicle controls and adjustments.
- Explained to employee not to perform maintenance task 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 and general awareness).

By signing this section, you certify that you have reviewed and completed the above requirements.

Road Tester (Print): ___________________________ Signature: ___________________________ Date: __________