**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 driving exercise. The form must be returned to Environmental Health and Safety office (EHSOffice@uncc.edu or fax 75302) and then a van authorization card will be administered.

### EMPLOYEE INFORMATION SECTION

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

Employment: [ ] Full Time [ ] Part Time [ ] Other  
Driving Record (Number of points on License): ________________

Date Written 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 check the appropriate box and sign.

- [ ] I have verified employment with Human Resources.
- [ ] Employee has a valid driver’s license.
- [ ] Employee has completed the written test (see above employee section).
- [ ] Employee has scheduled road test with authorized road tester.

Supervisor(Print): ____________________________ Signature: ____________________________ Date: ____________________________

### PRACTICE DRIVING SECTION

Authorized road tester, please check the appropriate box and sign.

- [ ] Conducted visual overview of van and safe driving techniques.
- [ ] Showed vehicle controls and adjustments.
- [ ] Explain to employee not to perform maintenance task unless you 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.)

Road Tester (Print): ____________________________ Signature: ____________________________ Date: ____________________________