



FLEET MANAGEMENT SERVICES

15-Passenger Van Training Request Form

(To be completed by requesting department's supervisor)

Instructions: Complete the form as indicated and forward it to Fleet Management Services, Mail Code D3000.

All University drivers are required to successfully complete this training prior to operating a 15-passenger van.

Date Submitted: _____ Department: _____

Supervisor's Name: _____ Signature: _____

Supervisor's Email: _____ Phone #: _____

The following van will be provided by the requesting department:

Door # _____ License Plate # _____

Year _____ Make _____ Model _____

I am requesting 15-passenger van training for the following persons:

Name: _____ Phone #: _____ UT EID: _____

Name: _____ Phone #: _____ UT EID: _____

Name: _____ Phone #: _____ UT EID: _____

Name: _____ Phone #: _____ UT EID: _____

Name: _____ Phone #: _____ UT EID: _____

Name: _____ Phone #: _____ UT EID: _____

Name: _____ Phone #: _____ UT EID: _____

Name: _____ Phone #: _____ UT EID: _____

Name: _____ Phone #: _____ UT EID: _____

Training Prerequisites:

1. The requesting department must provide a 15-passenger van.
2. Students must be familiar with **System-Wide Policy number UTS157 - Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles.** (this document can be found at <http://www.utsystem.edu/policy/ov/uts157.html>).
3. Students must be listed on the University's Approved Driver's list with an "Acceptable" rating.
4. Students must bring a valid Texas Driver's License.
5. Students should read the owner's manual for their particular van and be familiar with all controls, safety equipment and maintenance requirements.
6. Students should be dressed comfortably and be prepared to conduct a detailed pre-trip inspection of the van.