



Pellissippi State Technical Community College

15-Passenger Van Driver Valid License to Drive and Driving Experience Statement

Definition: 15-Passenger Van Driver – Fifteen (15) passenger van drivers refers to faculty, staff, temporary employees, etc. operating 15-passenger vans under the direction of a state agency, university, or community/technical college.

*In an effort to promote safe driving practices for the protection of state employees, students, and the citizens and drivers at Pellissippi State, all 15-passenger van drivers are required to sign this statement verifying: (1) they possess a valid Tennessee State license that is current and reflects information consistent with the applicable state licensing department or records; (2) they have minimum two years of experience driving motor vehicles; (3) their Tennessee State driving record is free of violations (as described below) that excludes 15-passenger van driving assignments; and (4) they agree to advise the appropriate supervisor or manager by the next business day if their *legal* status to drive changes.*

Manager/Supervisor Responsibilities Checklist

1. **Complete License Check/Verification:** Visually check to ensure everyone assigned or authorized by the agency to drive 15-passenger vans has in their possession and can present to you a valid Tennessee driver's license. A visual check will include verification that: (1) license has not expired and (2) picture matches person.
2. **Have Employee Answer Questions Below and Sign:** After verification of a *valid* license, have potential 15-passenger van driver answer the questions below and verify the accuracy of their responses by signing at the bottom of the form. *Note: Drivers who mark "no/don't agree" in any box below shall not be considered for 15-passenger van driver assignments. The above process and completion of this form can be repeated when a potential driver can verify by signature yes/agree responses to the questions below.*
3. **Provide Education/Training:** Provide NHTSA designated 15-passenger education sheet prior to the initial 15-passenger van driving assignment.
4. **Provide Documentation:** Maintain a copy of this completed form in appropriate agency files.

Completion of Items 1-4

Supervisor Signature: _____ Date: _____

15-Passenger Van Driver Responsibilities

Anyone authorized to drive a 15-passenger van for Pellissippi State Technical Community College is required to fill out the form below by placing a check in the box indicating their response to each statement, and signing and dating to verify responses in the space provided at the bottom of this form.

I have a <u>valid</u> Tennessee State license that is current and reflects information consistent with the applicable state licensing department records.	Yes	No
I have at least two years of experience driving motor vehicles.	Yes	No
My state drivers record is free of all the excluding driving criteria listed below.	Yes	No
As a condition of driving a state owned or rented 15-passenger van, I agree to inform my supervisor by the next business day if my status to legally drive changes at any time I am assigned to drive 15-passenger vans.	Agree	Don't Agree
<u>Criteria for Excluding a Driver from Driving 15-Passenger Vans</u> Within the past three (3) years, any suspension /revocation of license for reckless driving, hit and run, leaving an accident scene, failure to appear, DUI, or other vehicle-related felony; or for multiple traffic offenses (4 moving violations/infractions in 12 months/5 moving violations/infractions in 24 months) resulting in a Conditional Status driving record or subsequent suspension/revocation of license, or 6 or more moving violations within a 12-month period resulting in license suspension.		

Name (Print) _____ Date _____

Signature _____