



Driver Certification Instructions

Purpose: To detail the steps involved in the Oxford Transportation Services (OTS) Driver Certification process. It should be noted that the process may take up to three-weeks to complete. Applicants will email oxford.transportation@emory.edu to request the “Driver Certification Request Form” or come to 807 Whatcoat Street to pick up the form.

Requirements

- 1) Driver’s License – Must have your license for a minimum of 24 months
- 2) Student applicants should request the “Driver Certification Request Form” by emailing oxford.transporation@emory.edu and complete the form in its entirety to include the name and contact information of the faculty/staff advisor who will be supervising the class, club, or events that the applicant will drive.
- 3) Once information is completed, return the form to 807 Whatcoat Street (Across from the student mail center)
- 4) Applicant will be required to complete a van familiarization which includes an actual driving review in a 12 passenger van. Faculty and Staff can elect to do a road review in a *15 passenger shuttle bus. Van familiarizations and a driving review will be conducted by appointment only. Applicants that do not demonstrate a safe driving style will not move forward in the process.
- 5) MVR form along with a copy of the front and back of applicant’s driver’s license will be submitted to HR for a driving records check. If the driving background (MVR) check is rejected the applicant will not move forward in the process.
- 6) Once it has been determined that the applicant has met company standards the applicant must successfully pass an on-line defensive driving course. The link will be sent to the applicant via email. Upon completion, with a passing score, the course certificate must be emailed to oxford.transportation@emory.edu
- 7) Applicant, once all previous steps have been completed, will receive a link to apply for membership with Enterprise CarShare / FleetShare. Specific instructions will be submitted via email to applicant
- 8) Once the membership application has been approved, the applicant will receive a membership card from OTS
- 9) All completed forms will be attached to the original Driver Certification Request and kept on file

*15 passenger mini bus will not be driven by students.

It is the responsibility of applicants to understand and know Emory Vehicle Use Policies, 4.84 and 8.9

Main: (770) 774-8505

After-hours: (404) 333-8638

OXFORD.EMORY.EDU

oxford.transportation@emory.edu
807 Whatcoat St, Oxford, GA 30052