

University of Wisconsin – La Crosse

Van Driver Program

Employee, Student and Volunteer Training Exemption Form

Information and Instructions

1. Every UW-L employee, student and volunteer who uses a State-owned, leased or rental van capable of carrying 12 or more passengers for university business must complete a hands-on driving assessment or be exempted from this requirement prior to driving such vehicles.
2. If you do not meet the below exemption criteria follow the instructions listed on the Van Training Registration Form available at: <http://perth.uwlax.edu/adminserv/risk/forms.html>.
3. The individual requesting this exemption must check off at least one of the two exemption criteria and complete all other requested information, including their supervisor or department chair signature, prior to submitting this exemption request.
4. Submit this completed Training Exemption Form to Fleet Services, Maintenance and Stores Building. You will only be notified if your exemption is not approved.
5. Any questions related to exemption criteria should be referred to the UW-L Risk Management Office by calling 785-6800. Any questions related to the form submittal process should be referred to the UW-L Fleet Services Office by calling 785-8586.

Exemption Criteria:

The Person Requesting Exemption has completed a comparable driver-training program. Provide a brief description of the comparable program, for instance, military reserves driving course or commercial drivers license.

Certification:

The Person Requesting Exemption certifies that the above information is true and accurate. The Supervisor or Department Chair certifies that they have reviewed the above information with the Person Requesting Exemption and they believe this information is true and accurate.

Person Requesting Exemption

Supervisor/ Department Chair

(Name Printed)

(Name Printed)

(Signature)

(Signature)

(Date)

(Date)