

University of Wisconsin – La Crosse
Van Driver Program
Employee, Student and Volunteer Training Registration 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 be authorized to drive the vehicle.
2. Please contact Fleet Services at 785-8725 to schedule the training. Allow at least two weeks advance notification when scheduling the van driver training assessment.
3. Unless otherwise directed report to Automotive Shop in the Maintenance and Stores Building to complete the assessment. Upon your arrival, please provide this completed form to the individual conducting the assessment. Allow approximately 40 minutes to complete the vehicle familiarization and on-the-road evaluation.
4. A charge-back of \$20.00 will be assessed to the applicants account. Provide an account number in the appropriate space below. As necessary, the van driver applicant should acquire their supervisors or department chairs approval prior to charging this expense.

Applicants Name: _____ Telephone Number: _____

Status: Employee Student Volunteer Date: _____

Office or Department Name: _____

Account Number: _____

Supervisor/Department Chair Printed Name: _____

Supervisor/Department Chair Approval: _____