Driver Approval Process Check List
For drivers hired before March 01, 2003
Go to the column that describes the applicants’ University
driving duties

Applicants must be able to answer “YES” to all questions in
the corresponding column.

Final approval to drive University vehicles is granted by:
The Fleet Safety Officer, Vehicle Pool and Risk Management.

Drivers of University vehicles designed to carry more than 11
passengers including the driver must meet additional license and
training requirements.

A. Drive University Vehicles Daily Throughout
   the Year or as a Condition of Employment

1. Are you 19 years or older?

2. Do you possess a valid Canadian or U.S. non-
   probationary and non-graduated driver’s license
   with less than 6 demerits and less than 3 moving
   violations?

3. Have you signed, dated and submitted an
   “Application for University Driving Privileges”
   form to the Vehicle Pool?

4. If your driver’s license was issued by another
   province or the U.S. have you obtained a recent
   3 year driver abstract and submitted it to the
   Vehicle Pool?

5. Have you successfully completed a University
   driver evaluation?

B. Drive University Vehicles Occasionally

1. Are you 19 years or older?

2. Do you possess a valid Canadian or U.S. non-
   probationary and non-graduated driver’s license
   with less than 6 demerits and less than 3 moving
   violations?

3. Have you signed, dated and submitted an
   “Application for University Driving Privileges”
   form to the Vehicle Pool?

4. If your driver’s license was issued by another
   province or the U.S. have you obtained a recent
   3 year driver abstract and submitted it to the
   Vehicle Pool?

The University regularly schedules on-campus Defensive Driving Courses for drivers of University vehicles
Course information can be found at:
http://learningshop.ualberta.ca
http://www.uofaweb.ualberta.ca/driving/index.cfm

Driver evaluations can be arranged by contacting the Fleet Safety Officer at 492-1233 or fleet.safety@ualberta.ca