FLEET MANAGEMENT SERVICES
15-Passenger Van Training Request Form
(To be completed by requesting department’s supervisor)

Instructions: Complete the form as indicated and forward it to Fleet Management Services, Mail Code D3000.

All University drivers are required to successfully complete this training prior to operating a 15-passenger van.

Date Submitted: ________________________ Department: __________________________
Supervisor’s Name: ____________________ Signature: __________________________
Supervisor’s Email: ____________________ Phone #: __________________________

The following van will be provided by the requesting department:
Door # ______ License Plate # __________________
Year ______ Make __________________ Model __________________

I am requesting 15-passenger van training for the following persons:

Name: __________________________ Phone #: __________________ UT EID: __________
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Name: __________________________ Phone #: __________________ UT EID: __________
Name: __________________________ Phone #: __________________ UT EID: __________

Training Prerequisites:
1. The requesting department must provide a 15-passenger van.
2. Students must be familiar with System-Wide Policy number UTS157 - Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles. (this document can be found at http://www.utsystem.edu/policy/ov/uts157.html).
3. Students must be listed on the University’s Approved Driver’s list with an "Acceptable" rating.
4. Students must bring a valid Texas Driver’s License.
5. Students should read the owner’s manual for their particular van and be familiar with all controls, safety equipment and maintenance requirements.
6. Students should be dressed comfortably and be prepared to conduct a detailed pre-trip inspection of the van.

Form PTS-FS-15 last updated: 11/26/2007 ecb