Campbell University

Driver Qualifications

Please hold onto these first 2 pages for your reference.

University Vehicle Qualifications

The following list of requirements must be met in order to be eligible to drive University vehicles:

- Be an employee or full time student of Campbell University.
- Complete a Campbell University driver history questionnaire.
- Student drivers must have a valid United States driver’s license and provide a photocopy for University records. Full time employees of the University must have a valid North Carolina driver’s license and provide a photocopy for University records.
- Driver must be 20 years of age or older.
- The driver must have at least 4 years of driving experience.
- A motor vehicles records check will be performed with the Department of Motor Vehicles in the state from which the driver’s license is issued. This will be completed before they will be allowed to drive any Campbell University vehicle.
- All the above will be submitted to the University’s insurance carrier for approval and issuance of insurance coverage. Campbell’s Insurance carrier will do MVR.

Van Driver Qualifications

The following list of requirements must be met in order to be eligible to drive University 11 passenger vans:

- Be an employee or student of Campbell University.
- Complete a Campbell University driver history questionnaire.
- Student drivers must have a valid United States driver’s license and provide a photocopy for University records. Full time employees of the University must have a valid North Carolina driver’s license and provide a photocopy for University records.
- Driver must be 20 years of age or older.
- The driver must have at least 4 years of driving experience.
- Must complete a van driver course and pass the exam, (The University Facilities Management handles this course and gives this exam) or have a Commercial Drivers License (CDL) and have the appropriate endorsements.
o Must complete and pass a road test (Facilities Management will give the University test and times must be scheduled through them.) or have a Commercial Drivers License (CDL) and have the appropriate endorsements.

o A Motor Vehicles records check will be performed with the Department of Motor Vehicles in the state from which the driver’s license is issued.

o All the above will be submitted to the University’s insurance carrier for approval and issuance of insurance coverage.

Yearly Review

o Each year the eligible list of drivers must be updated.

o Driver’s records may be checked yearly

o Driving privileges may be suspended or terminated if the record indicates an unacceptable number of accidents or violations.

o Drivers must notify the University if they receive a moving violation. Failure to do so may result in suspension or termination of driving privileges.

Motor Vehicles Records (MVR)

o All prospective and current employees wishing to be added to the University insurance list for operating motor vehicles will undergo motor vehicle record checks (MVR). Campbell University’s insurance provider will perform this. The insurance company also checks this every 6 months.

o Violations (gathered from MVR) are categorized as listed by the NCDOT: to include such major violations such as reckless and careless driving: chemical test refusal: driving after suspension or revocation of license: leaving the scene of an accident: passing a stopped school bus and speeding 15 MPH above the speed limit.

o Based on the point system used in North Carolina, drivers may be disqualified from driving University Vehicles.

o A conviction for Driving while impaired (DWI) or the loss of a license will suspend a driver’s driving privilege.

o Drivers having received six (6) or more points in a 12-month period will not be qualified to drive University vehicles.

o It is the responsibility of the driver to notify the University when citations are issued. Failure to do so may negate the privilege to operate a University vehicle.
Campbell University
Driving History Questionnaire

Full Name (as it appears on your Driver’s License)

Name_____________________________________________________________

Address_______________________________________________________________

Phone__________________________________

Driver’s License:

State________________________ License #__________________________

Date of Birth__________________ Exp. Date__________________________

For what department do you plan to drive? ________________________________

Has your License ever been revoked? Yes____ No____

Have you had a moving violation in the past three years? Yes____ No____

Have you ever been refused Campbell driving privileges? Yes____ No____

Have you completed a driver’s education course? Yes____ No____

Have you driven an 11-passenger van? Yes____ No____

Do we have permission to research your driving record? Yes____ No____

(If out of state license you may be required to provide your own.)

All the above answers are correct to the best of my knowledge.

Applicant’s Signature______________________________________________

Email Address____________________________________________________

Dept. Head Signature______________________________________________

Date______________________________________________________________