

REQUIREMENTS

1. You are required to have a valid United States driver's license.

2. You are required to be at least 18 years of age to drive university-owned and leased vehicles.

3. You must be an approved driver, one who has had their MVR reviewed and approved by the Office of Compliance and Risk Management.

Process: Complete and email the following forms to the Office of Compliance and Risk Management to become an approved driver.

[Motor Vehicle Request Florida Tech Consent Form](#)

Florida Tech MVR Spreadsheet Template

Copy of Driver's License

The Office of Compliance and Risk Management will notify you by email once your MVR is processed, and you have been approved to drive university vehicles.

Note: It is the responsibility of the van requestee (staff, faculty or student) to ensure they are an approved driver.

VAN RESERVATION STEPS

1. To request a university van, you must submit a completed [Vehicle Request Form](#) to the Office of Transportation Services (lmartucci@t.edu).

Note: For each van requested, you must submit a separate Vehicle Request Form indicating a driver for each van.

2. You must reserve the van at least 48 hours and no more than 30 days from when the reservation is needed. (Note: Week days/working days: Monday through Friday.)

3. The requestee must complete the REQUIRED compliance training course titled "Van Safety" in [Vivid/HSI](#).

Please follow "[How to Enroll in Compliance Course](#)" to enroll in Van Safety. You can also contact the Office of Compliance and Risk Management (compliance@t.edu) for assistance. The Office of Transportation Services will send a confirmation of the van reservation once all requirements and steps have been completed.

Note: Vivid/HSI will generate a certificate once you have completed the Van Safety course. Please email a copy of the certificate to Lee Martucci, Transportation Supervisor lmartucci@t.edu prior to driving university vans.

Please note: Due to COVID-19, vans are operating with a maximum of six passengers. Additional procedures may be in place. Contact Lee Martucci, director of transportation services, for additional information at lmartucci@t.edu or 321-674-8796.