

## CSO Van Certification Instructions, 2017-18



### Requirements for Registering Driving Credentials

- Drivers must have a valid U.S. driver's license issued from the U.S. or U.S. territories
- Driver must be at least 18 years old
- Students must have at least one year's driving experience, either in the U.S. or internationally (this includes time when you had your permit and were learning to drive)
- Drivers must be a student at Smith College
- Drivers may not have had:
  - More than two accidents in past three years
  - Any Type A violations in past three years
  - Any combination of accidents and Type B violations more than two in past three years

### Steps to Become Van Certified for Smith Six-Passenger Vans

#### 1) Registering Driving Credentials:

- Go online to [https://www.fivecolleges.edu/riskmgmt/policies/driver\\_credentialing](https://www.fivecolleges.edu/riskmgmt/policies/driver_credentialing)
- Scroll down to find the Driver Minimum Requirements; read these
- Scroll down to find the Driver Agreement to Terms and Conditions, Rules and Regulations; read these
- Scroll up to the top of the page; under the "Quick Links" heading, click on "Start the credentialing process and access the online form"
- Follow the instructions to fill out the "Online Driver Credentialing Form" (driver's license information)

#### 2) Online Driver Safety Presentation:

- Go to the link below: [https://docs.google.com/presentation/d/1nxOVyidAsqwOD-3T40pqRx-Bov\\_8HNVBihHIHDIRJv4/edit#slide=id.p4](https://docs.google.com/presentation/d/1nxOVyidAsqwOD-3T40pqRx-Bov_8HNVBihHIHDIRJv4/edit#slide=id.p4)
- Watch the presentation (you are responsible for reviewing all of the information contained in this presentation and will be held accountable)

#### 3) Online Defensive Driving Presentation and Quiz

- Open one of the following browsers: FireFox 15, Google Chrome 24 or Safari 5.x
- Disable your popup blocker, if you use one

- Follow these steps to login and take the course.
  1. Go to <https://learn.ue.org/DX36H088967/FiveCollegesAllCourses>
  2. If you are a first-time user: fill the boxes under the heading “Register”
    1. Enter your First Name and Last Name.
    2. Use your Smith email address as your username (ignore the optional fields).
    3. You will receive a temporary password to your Smith email address. Use your Smith email address as your username and enter the password provided to log in for the first time.
    4. You will be prompted to create a new password, which must be at least 8 characters long and contain one capital letter, one lowercase letter, one number, and one special character.
    5. After entering your new password you will be directed to the main page. On that main page, look under the My Courses section.
    6. Click through the courses available until you come to the Driver Safety course. Click on this course and it will take you to a new page.
    7. Click Launch to start the course. The course will take 45 minutes to complete, and you must have at least 80% to pass this course.
    8. Once you have completed the module, make sure to click “next” until the very end page.
    9. If you have pop-ups blocked, you will need to allow pop-ups from this site and then continue.
    10. You will know you have successfully completed the certification when you receive an email “Your Course Completion Confirmation” from EDURISK “noreply-learningportal@ue.com”
- Some the information mentioned in this online presentation does not apply to student drivers. Our policy is as follows:
  - Do not use jumper cables
  - Do not check or change fluids (oil, coolant or washer fluids)
  - Do not change tires.

- No children allowed as passengers.
- If in an accident, dial 911. Then call Campus Police at 413-585-2490. Do not leave the accident scene before calling Campus Police.
- Then notify the appropriate person for your program that you have been involved in an accident.

- Feel free to contact the SGA Office if you have any questions with this step.

Their contact info is: 413-585-4950; [sgavans@smith.edu](mailto:sgavans@smith.edu)

4) Read the CSO Driver Manual & Policies:

- The manual can be found at: <https://www.smith.edu/file/cso-van-manual-policies>
- Once on the page above, click the link “CSO Van Manual and Policies”

5) Sign the CSO Driver Agreement:

- We require all drivers who drive CSO vans read the CSO Driver Manual & Policies and then sign our Google Form, acknowledging you have read the material and will abide by our rules and guidelines. Go to: <https://goo.gl/forms/nJ7zk2EfckTUHo513>

**Please note:** Our priority is to keep you safe. Our vans are kept in excellent condition. We will not make you drive under terrible weather conditions. You are not liable for any injuries as a student driver. Smith has insurance and that is why CSO requires you to only take Smith vehicles when driving other students for CSO activities. Do not drive other students in personal vehicles.

If you have a driver’s license, we really want to encourage you to serve as a driver for your community service activities because many of our volunteer projects *really* depend on drivers to move forward.



Jandon Center for Community Engagement (JCCE)

Community Service Office (CSO)

Wright Hall, 013

413-585-3060 \* [cso@smith.edu](mailto:cso@smith.edu)

<https://www.smith.edu/academics/jandon-center/community-service>