

Driver Training Steps

Step One: Bring your Driver's License to Carol Duvall, Eaton Center North, second floor, M-F, 8:30am-4pm.

A copy will be made and a Motor Vehicle Record check (MVR) will be ordered. (A fee of \$10 will apply to student accounts.) The MVR report will determine if you are eligible for the driving training process.

Note: Drivers from the following states must present a self-obtained MVR, as these states will not permit a third party access to private information: California, Hawaii, and New Hampshire.

Step Two: You will be contacted by email with the MVR result and, if approved, directed to a web site for training. The email will have attached several documents you must read, as well as the training link and instructions for access.

Step Three: If applying to drive 12 passenger vans, you must pass the online training and then arrange for on-the-road training with Campus Safety.

Step Four: Once successfully completing the previous steps you will be approved to drive college vehicles for the duration of your affiliation with Kenyon, pending annual MVR checks and driving experience.