

Driver Certification Procedure

RAM VAN OFFICE RM. 241 MCGINLEY CENTER RAMVAN@FORDHAM.EDU

University Driver - Insurance & Eligibility Requirements



The following requirements must be met in order to be certified as a University vehicle driver:

1. Be licensed for over one year.
2. No more than one accident or moving violation on your driving record. Note: Even if points from your moving violation or accident have been reduced, this does not remove the actual violation from your record.
3. Under no circumstances may you have a reckless driving charge, license suspension for any reason, a speed violation of 25 miles or more, DUI or DWI. Any of the above will automatically disqualify you.
4. No medical restrictions, as defined under Article 19-A of the New York State Vehicle and Traffic Law (any medical conditions that would cause loss of consciousness, vision, or ability to operate a vehicle safely while carrying passengers).
5. No student should be pressured to complete this certification or drive for a team/club. Any student who feels they have been placed in this situation should contact a DUT administrator prior to moving forward with the certification process.

University Driver - Certification Process - University Vans and Rentals

The following requirements must be completed in order to be certified as a University vehicle driver. Any documents listed can be filled out in the Ram Van Office, but should be downloaded from our website and completed prior to your road test. Please follow the procedure below and then email fwertz@fordham.edu to schedule an appointment to complete your written and road tests.

1. Completed University Driver Application. Provide a legible photocopy of your license.
2. Health History Form - Completed in the Ram Van Office to remain with the driver paperwork.
3. A physical verifying #2 above. (Only physicals completed on a NYS Article 19-A physical form are acceptable. Forms are on website.) Must be repeated annually.
4. Driving Record – If you are from California, Alaska, New Hampshire, Georgia, Washington or Arizona extra time is required to obtain your driving record. All drivers must sign a release for us to obtain your record.
5. Complete and pass a written driver examination. Questions are taken from the NYS Driver's Manual. Schedule and pass an on the road driving test in a fifteen passenger van. Must demonstrate vehicle maneuvering competency, knowledge & adherence to traffic law, and good judgment.
6. To maintain certification, all drivers must complete a Defensive Driving Course within one month of completing the above procedures. This course must be completed every three years.

Rental Vehicle Procedure

The following procedure should be followed when picking up a rental vehicle on behalf of the University:

1. Take pictures of the vehicle at pickup and at return. (Use a cell phone if there are no other options available.)
2. Insist that the rental agent mark down every scratch/dent on the vehicle. Make sure to point out blemishes on the interior as well as the exterior of the vehicle.
3. When picking up the vehicle—If the rental agent insists that a scratch/dent/blemish will not be a problem when returning the vehicle, ask them to write that on the rental agreement.

The above policies and procedures are in place for your protection and the protection of the University Community.