

## Life University Authorized Driver Approval Process

**Effective 2/6/2023**

Facilities Management is making changes to the requesting standards for the Authorized Driver Approval Process.

*Why is the process changing?* Often, one (1), if not two (2) of the required signed documents are left from the packets that are received. This results in multiple delayed correspondences between facilities and the individual, or facilities and the requester, to obtain the correct documents.

### **\*Requesters are LIFE University employees only\***

Going forward, the necessary packet will be sent by Facilities Management via DocuSign to the individual who is the intended authorized driver.

Three (3) items are required from the requester for Facilities Management to start the process:

1. The individuals name,
2. An email address,
  - a. If this individual *is not* a Life University employee provide the best email address at which to reach them.
  - b. If the individual *is* a Life University staff member or student, provide the Life U email address.
3. A picture of their driver license.

This information should be sent to Kelly Reade [kreade@life.edu](mailto:kreade@life.edu) or Kim McGregor [Kimberly.mcgregor@life.edu](mailto:Kimberly.mcgregor@life.edu).

All requests for Authorized Driver Approval will be sent to the insurance company on Tuesday afternoons, and Friday mornings.

- Once the request is sent to the insurance company, allow 5-7 business days before expecting a response.

The driver's license is sent to the insurance company to review the intended Authorized Drivers Motor Vehicle Record (MVR). Based on the MVR, the insurance company will notify Facilities Management if the driver is, or is not, approved.

- The insurance company cannot review non-US MVRs, West Virginia MVR's, or Utah MVR's. Intended authorized drivers with a West Virginia, Utah or non-US driver's license will need to obtain and provide Facilities Management with a copy of their MVR in a timely manner.

The requester will be notified of the intended authorized driver's status- either "approved" or "not-approved" after review of the MVR.

- Facilities Management is not provided any information regarding why the intended authorized driver is not approved.
- Requesters will be provided with a copy of the WSI MVR Guidelines by which the insurance company is bound. This document identifies what guidelines are used to check the MVR. This document is not to be shared with intended authorized drivers.
- If the intended authorized driver requires more information about their MVR, they should be instructed to contact their local DMV for information.

Facilities Management will send the intended authorized driver, at the email address provided, a packet via DocuSign which has the necessary paperwork.

Inform intended authorized drivers that they will receive correspondence from Kelly Reade/ or Kimberly McGregor, and DocuSign.

Golf cart training is required for all authorized drivers. The authorized driver and the requestor will be notified by Facilities Management for scheduling.

Until golf cart training is completed, the intended Authorized Driver is not permitted to operate any life University vehicle, including cars, SUV's, trucks, shuttles, or golf carts.