Motor Vehicle Training

*Must be completed by all employees who drive state or privately owned vehicles on state business, transport students on College business/activity or use a College-sponsored rental vehicle.*

- Review *Motor Vehicle Use Policy*
- Review *Motor Vehicle Driver Safety Tips*
- Review *WEX Card Usage Procedure*
- **MANDATORY:** Watch *Auto Liability Program* and *Driving Do’s and Don’ts* videos
- Complete and print *Authorization to Procure Motor Vehicle Report* form
- Complete and print *Driver Acknowledgement Online Form*
- Submit *Authorization to Procure Motor Vehicle Report* and *Driver Acknowledgement Online Form* to Human Resources