

LargePass occurs after you will need a second driver to relieve driver duties.

Approval Process for Driving Vehicles Rated for Nine to Fifteen Passengers  
Employees must satisfy the following requirements to obtain approval to drive vehicles with nine to fifteen passengers on behalf of the University:

1. Meet the following criteria:
  - a. Be 21 years of age or older; and
  - b. Be a current faculty or staff member of the University
2. Student drivers must obtain prior approval from the Risk and Insurance Office.
3. Fill out the online [motor vehicle report](#)

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4. Complete the University's Driver Training Certificate Program by:
    - a. Emailing [drisk@drake.edu](mailto:drisk@drake.edu) to request online training
    - b. Completing online training and email Certificate of Completion at the end of the training to [drisk@drake.edu](mailto:drisk@drake.edu)
    - c. Meeting one of the following conditions:
      - i. Provide confirmation of having driven a vehicle rated for nine to fifteen passengers on at least one trip greater than 50 miles in the past current year
      - ii. Have a CDL license endorsement
      - iii. Successfully complete a physical driving vehicle operations course with Public Safety Office

Drivers will be notified by the Risk and Insurance