

Employees, Students or Volunteers who drive district vehicles or utility carts must be trained and authorized to drive.

Once the required steps below are followed, be sure your name is added to the authorized drivers lists at least two weeks before each trip. The training results are pulled periodically and posted to the drivers list. If you have any questions about your status, please contact your area office, or Erika Wescoatt wescoae@arc.losrios.edu.

Turn in your forms to your area office or the Campus Operations office. Operations will then send them to General Services at the District Office. **DO NOT SEND VIA EMAIL!**

How to Become an Authorized Driver

Vehicles – DMV form and one or two Keenan training segments depending on vehicle

1. Complete the appropriate DMV Driver Release Form:
 - o [Employee DMV Driver Record Release Form](#) (PDF) **DO NOT SEND VIA EMAIL!**
 - o [Student DMV Driver Record Release Form GS-172](#) (PDF) **DO NOT SEND VIA EMAIL!**
2. Review the [Transportation Handbook](#) (PDF). A copy of this handbook is in each district vehicle as well.
3. Complete a defensive driving course for type of vehicle you drive
 - o For suburban, sedan, or light pick-up trucks- complete online **Defensive Driving** training through [Keenan SafeColleges](#).
 - o For passenger or cargo vans, complete online **Van Safety training** through [Keenan SafeColleges](#).
 - a. : **VAN safety training counts as Defensive Driving.**
 - o **Note:** at the bottom of the page click “**View Library**” to find more options

Utility Carts – Two forms and the Keenan training.

1. Complete the DMV Driver Release Form and send to the Operations office.
2.
 - o [Employee DMV Driver Record Release Form](#) (PDF)
 - o [Student DMV Driver Record Release Form GS-172](#) (PDF)
3. Review the [Utility Vehicle Operating Policy and Procedures](#) (PDF) and then complete the [Utility Vehicle Policy and Procedure Acknowledgement](#) (PDF).
4. Complete the **Utility Cart Safety training** through [Keenan Safe Colleges](#).
 - o **Note:** at the bottom of the page click “**View Library**” to find more options
 - o **Then in the “search” at the top right of the page and type in “cart”**
 - o **The course is in “Environmental” - Utility Cart Safety (17 minutes).**

How To Register on Keenan for students and volunteers

If you are a volunteer without a Los Rios ID or a student, then you will need to self-register. To register:

- Go to [Keenan Safe Colleges Login Page](#)
- Click *Register*
- Enter registration key: **955bf47c**
- Click Continue
- Enter your username:
 - Students: Use your 7-digit student ID number (include the leading zeroes, but not the 'W')
 - Volunteers: Create a username by entering your email address.
- Click *Register*

There is no password needed to login.

Get Retrained

Driver training expires after three years, and Release forms after two. If your training has expired, then you will need to complete the steps to become an authorized driver.

Vehicle Use Pre-& Post Inspection and Report Forms

- 1.** Be sure to use these forms when using District or Athletics vehicles. Forms need to be resubmitted every two years.
 - [Vehicle Use Pre-Trip Inspection GS-182](#)
 - [Vehicle Use Post-Trip Inspection and Report GS-183](#)
- 2.** Physical forms must be sent/turned in to the Operations office. **DO NOT SEND VIA EMAIL.**