

Andrews University Driving Requirements

AU Transportation fleet is provided to Andrews University departments for AU department use only. We do not rent vehicles for private or non-university use. Listed below are the requirements for drivers of Andrews University Transportation Vehicle.

What is required from all AU Drivers?

- Age requirement: Driver's must be 21 years of age or older.
- AU Written Driving Test - taken at the AU Transportation office and takes 10-15 minutes.
- Driver's License must be a United States driver's license and valid for at least 3 or more years. International licensed drivers cannot be approved for rental of an Andrews vehicle until they have had a USA driver's license for at least three years.
- A copy of Driver's current Driver's License is required (front and back) and kept in the office.
- A copy of a current Motor Vehicle Report (MVR) must be supplied to the AU Transportation office. Reports can be secured by the Secretary of State in which the license was secured or by the Andrews University Transportation department. Cost for an AU Transportation MVR varies from state-to-state but is generally \$22.00.
- Driver cannot have more than 3 speeding tickets or at fault accident within the last three years to be approved.
- Driver cannot have any tickets for failure to stop for a school bus or a DUI within the last three years to be approved.

Road Driving Tests for Drivers

Driving tests must be scheduled and successfully completed before the date of vehicle rental. Driving tests take 45-60 minutes and cost \$55.00 per person. Tests can be scheduled by emailing or calling the AU Transportation office during office hours. We do not schedule tests on Friday or after hours. Results of all driving tests are kept in the AU Transportation office and do not need to be retaken once a person qualifies for a vehicle or a group of vehicles.

- **Students or any non-Andrews employee drivers** (approved for rental)
 - a. Minivan - If the driver is under 25 years old, a driving test is required. If the driver is over 25 years old, a driving test is not required.
 - b. 12 passenger van - All drivers are required to complete a driving test.
 - c. 15 passenger van - All drivers are required to complete a driving test.
 - d. Pulling a trailer of any kind - All drivers will be tested with the vehicle and trailer that is being used regardless of whether the vehicle is rented from Andrews University Transportation.
- **Andrews Faculty and Staff**
 - a. Minivan – Driving test is not required for Andrews Faculty and Staff
 - b. 12 passenger van - All drivers are required to complete a driving test
 - c. 15 passenger van - All drivers are required to complete a driving test
 - d. Pulling a trailer of any kind – All drivers will be tested with the vehicle and trailer that is being used regardless of whether the vehicle is rented from Andrews University Transportation.
- **Anyone pulling a trailer** will additionally need to have a Chauffeur drivers license (if available in state they are licensed in) and a DOT Medical Card to be approved.

School Bus or Tour Buses

AU Transportation provides drivers for school bus or tour bus rentals as only drivers on the AU CDL drivers list are allowed to drive the AU buses. If there is someone with a CDL license interested in driving for a trip who is not on the list, please contact our office to discuss the possibility of getting on our list.

AU Transportation reserves the right to deny approval of a driver even if they have the required documentation.

Questions can be directed to the AU Transportation office via email, trans@andrews.edu, or by calling 269-471-3519.