

## 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 Driving Test - taken at the AU Transportation office and generally takes 15-20 minutes.
- Driver's License must 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 Trans 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 2 tickets or 1 at fault accident to be approved for driving.

### Additional Driving Tests for Drivers

Driver's tests must be scheduled and successfully completed before the date of vehicle rental. Motor vehicle test take 45-60 minutes and cost \$55.00 per person. Tests can be schedules by emailing or calling the Au Transportation office during office hours. We do not schedule motor vehicle tests on Friday. However, if one is needed to clear a driver for vehicle use – the cost for Friday testing is \$110.00 per person. Results of all Motor Vehicle tests are kept in the AU Transportation and do not need to be retaken once a person qualifies for a vehicle or a group of vehicles.

- **Student employees or any non-Andrews driver** (approved for rental) must schedule and successfully complete a driving test or any vehicle being rented.
- **Faculty and Staff** need to schedule and successfully complete a motor vehicle test drive when renting one of the vehicles listed below. They do not need to complete a driving test when renting a pick-up truck or mini-van.
  - a. 12 passenger van
  - b. 15 passenger van
  - c. Pulling a trailer of any kind – test will be done with the vehicle and trailer that is being used regardless of whether the vehicle is rented from Andrews University Transportation.

### School Bus or Tour Buses

AU Transportation provides drivers for school bus or tour bus rentals. On rare occasion a department may want to submit the name of a person who can assist with driving during a school tour/field trip. That person must meet all of the above requirements and carry a current CDL driver's license with a current DOT Medical Card. 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](mailto:trans@andrews.edu) or by calling 269-471-6492.