This guide will provide instructions for approval to drive 9-15 passenger vans. It will step you through the process from start to finish including links and the Unit process once approved. Please complete the following in order.

1. Visit [https://cornell.agilefleet.com/_Welcome.asp](https://cornell.agilefleet.com/_Welcome.asp) to register as a University driver
   - Complete the “User Registration” using left menu
     - Select “Yes” for using a 9-15 passenger van
   - Complete the “Driver Release Form” using left menu

2. Visit [https://culearn.cornell.edu/](https://culearn.cornell.edu/) and complete course “RMI 2105 Defensive Driving”
   - Submit copy of Certificate of Completion to DOT Specialist WL68@cornell.edu

3. **Students and Volunteers Only** must complete a Road Test using a 9-15 passenger van
   - Complete [Road Test Van Form](#) (testers approved by EH&S only)
   - Submit copy of form to DOT Specialist WL68@cornell.edu

4. Approved to operate 9-15 passenger vans, once all the steps above are completed and Agile profile updated by EH&S
   - Driver must complete “Driver Release Form” in Agile annually (e-mail reminder)

5. Units that own or have 9-15 passenger vans on annual lease
   - Must maintain a list of all 9-15 passenger van drivers used in the past year
     - EH&S will request this list for DOT compliance twice a year
   - Must be approved by EH&S to conduct in-house road test

**Please note:** Individuals classified as “volunteer” will need approval from Risk Management prior to completing the steps listed above. Please visit [https://www.risk.cornell.edu/forms-documents/risk-guidance/volunteers/](https://www.risk.cornell.edu/forms-documents/risk-guidance/volunteers/) to complete the following forms: “Description of Volunteer Services”, “Volunteer Profile”, and “Volunteer Agreement”. Once completed, email to Risk Management.

Additional Information: [University Vehicle Use Policy](#)