Waukesha County Technical College
Van Driver Certification Procedure

Waukesha County Technical College requires employees who operate college owned vans to successfully complete Waukesha County Technical College’s Van Driver Certification Program prior to being authorized to operate college owned vehicles.

Students, visitors and contractors are not allowed to operate college owned vehicles unless they have been granted permission from Waukesha County Technical College’s Environmental, Health and Safety Supervisor.

Van Driver Certification Process

1. The Manager / Supervisor of the employee requiring van driver certification will contact the Environmental, Health and Safety Office (262-691-5226 or Ext. 5226) and provide them the name and department of the employee requiring van driver certification.

2. The Environmental, Health and Safety Office will forward a copy of the District Mutual Insurance’s Motor Vehicle Record Check to the employee for completion. It will be the responsibility of the employee to complete and return the required paperwork to the Environmental, Health and Safety Office (C-210D).

3. Upon receipt of the completed Motor Vehicle Record Check, the Environmental, Health and Safety Office will forward the completed Motor Vehicle Record Check to Districts Mutual Insurance for processing. Motor vehicle record checks will be processed within 24 to 48 hours of receipt. Once District Mutual Insurance makes a determination of the employee’s status, they will update the Environmental, Health and Safety Office whether the employee has an acceptable or unacceptable status.

Note: When sending the email for a Motor Vehicle Record Check to DMI, in the subject line list the name of the individual for whom the record check is to be completed.

4. If the employee receives a rating of acceptable, then the Environmental, Health and Safety Office will schedule an appointment for the employee to complete WCTC’s Van Driver Certification Program. If the employee receives a rating of unacceptable, then the employee is not eligible to complete the Van Driver Certification Program or operate college owned vehicles. The Environmental, Health and Safety Office will notify the individual.

Employees who would like to review the results of their District’s Mutual Insurance’s Motor Vehicle Record Check will need to contact Waukesha County Technical College’s Environmental, Health and Safety Coordinator.

5. At their scheduled time, employees should report to the Human Resources Department (C-210) to complete training. The College will use the National Safety Council’s “Coaching the Van Driver” computer based training program. Training will take approximately 1 hour to complete. Upon completion of the training session, the employee will be required take and score a minimum of 70% on a written test. Employees who don’t pass the test will be provided the opportunity to
review and retest.

6. Once the employee has completed the Van Driver Certification, the Environmental, Health and Safety Office will be responsible for completing the following items.
   - Notifying the employee he/she is van driver certified.
   - Providing Facilities Services with the name and department of the certified employee.
   - Entering the employee’s information into WCTC’s Authorized Van Driver Report.
   - Filing the DMI Motor Vehicle Record Check, DMI Acceptance Rating and written test in the Certified Van Driver Binder located in the Environmental, Health and Safety Office (C-210D).

**Van Driver Recertification**

In order for employees to maintain an acceptable driver status, they will be required to possess a valid driver’s license at all times and on an annual basis receive an acceptable rating on the DMI Motor Vehicle Record Check.

Employees will be responsible for immediately notifying the Environmental, Health and Safety Office (262-691-5226) if they are involved in major traffic violation or their license is suspended for any reason. At such time, the information will be forwarded to DMI and a decision will be made on whether the employee may operate college owned vehicles.