

DRIVING & TRAVELING ON WOU BUSINESS

<u>Type of travel</u>	<u>Instructions/Who</u>	<u>What forms need to be filled out (ELECTRONICALLY/PAPER)</u>	<u>Where to turn in forms</u>
Driving state vehicle on WOU business	Staff, faculty, and students: All must be pre-approved to drive	<ul style="list-style-type: none"> • <i>Driver authorization form</i> Link below: http://www.wou.edu/safety/files/2015/06/Vehicle-Authorization-fillable.pdf 	Campus Public Safety
Driving personal vehicle on WOU business	Staff, faculty, and students. All must be pre-approved	<ul style="list-style-type: none"> • <i>Driver Authorization Form</i> • <i>Private Auto Certificate of Insurance</i> Link below: http://www.wou.edu/safety/files/2017/08/Private-Auto-Certificate-of-Insurance-fillable.pdf 	Campus Public Safety
Driving van with at least one passenger	Staff, faculty, and students: Take online van safety test, forward OSU's email to Public Safety	<ul style="list-style-type: none"> • <i>Driver Authorization Form</i> • <i>the online Van Safety Test</i> (Link for safety test): http://transportation.oregonstate.edu/motorpool/video/van-safety 	Campus Public Safety
Driving a golf cart or utility vehicle	Staff, faculty, and students: Watch safe driving DVD. Pick up and return the DVD to the Public Safety Office.	<ul style="list-style-type: none"> • <i>Driver Authorization Form</i> • <i>Golf Cart Utility Vehicle Form</i> http://www.wou.edu/safety/files/2015/06/Golf-Cart-Utility-Vehicle-fillable.pdf 	Campus Public Safety
ADDITIONAL STUDENT TRAVEL	<p>All students/travelers fill out Liability and Emergency Contact Forms</p> <p>Approved copies are given to both the VPSA office and Public Safety (If all paperwork is turned into Public Safety, it will be forwarded to VPSA).</p>	<p>Print or request paper copies.</p> <ul style="list-style-type: none"> • <i>Student Travel Request Form</i> http://www.wou.edu/student/policies-forms/student-travel-request-form/ Must be done no less than 48 hours prior to travel. • <i>Student Liability Waiver</i> • <i>Emergency Contact list</i> 	<p>Vice President of Student Affairs (VPSA (original) & send a signed copy to Public Safety</p> <p>A copy of the emergency contact list goes in the vehicle(s)</p>

VPSA: located in Werner University Center Rm. 203, 503-838-8221; studentaffairs@wou.edu
 Campus Public Safety: on Stadium Drive, 503-838-8481; dispatch@wou.edu