

**REQUIREMENTS**

**1. You are required to have a valid United States driver's license.**

**2. You are required to be at least 18 years of age to drive university-owned and leased vehicles.**

**3. You must be an approved driver, one who has had their MVR reviewed and approved by the Office of Compliance and Risk Management.**

*Process: Complete and email the following forms to the Office of Compliance and Risk Management to become an approved driver.*

[Motor Vehicle Request Florida Tech Consent Form](#)

**Florida Tech MVR Spreadsheet Template**

**Copy of Driver's License**

*The Office of Compliance and Risk Management will notify you by email once your MVR is processed, and you have been approved to drive university vehicles.*

*Note: It is the responsibility of the van requestee (staff, faculty or student) to ensure they are an approved driver.*

**VAN RESERVATION STEPS**

**1. To request a university van, you must submit a completed [Vehicle Request Form](#) to the Office of Transportation Services ([Imartucci@fit.edu](mailto:Imartucci@fit.edu)).**

*Note: For each van requested, you must submit a separate Vehicle Request Form indicating a driver for each van.*

**2. You must reserve the van at least 48 hours and no more than 30 days from when the reservation is needed. (Note: Week days/working days: Monday through Friday.)**

**3. The requestee must complete the REQUIRED compliance training course titled "Van Safety" in [Vivid/HSI](#).**

*Please follow "[How to Enroll in Compliance Course](#)" to enroll in Van Safety. You can also contact the Office of Compliance and Risk Management ([compliance@fit.edu](mailto:compliance@fit.edu)) for assistance. The Office of Transportation Services will send a confirmation of the van reservation once all requirements and steps have been completed.*

*Note: Vivid/HSI will generate a certificate once you have completed the Van Safety course. Please email a copy of the certificate to Lee Martucci, Transportation Supervisor [Imartucci@fit.edu](mailto:Imartucci@fit.edu) prior to driving university vans.*

*Please note: Due to COVID-19, vans are operating with a maximum of six passengers. Additional procedures may be in place. Contact Lee Martucci, director of transportation services, for additional information at [Imartucci@fit.edu](mailto:Imartucci@fit.edu) or 321-674-8796.*