

COLUMBIA

RECREATION

Process for becoming a certified Club Sports Driver

To become a certified Club Sports Driver, individuals need to meet the below requirements and fill out the [Driver Information Form](#) found on the club sports website under Officer Resources & Forms.

A member of the Club Sports staff will reach out to individuals who fill out the Driver Information Form with detailed instructions on how to become a certified Club Sports Driver.

Requirements to drive rental vehicles (Mini-Van, SUV or Car) for a Club Sport related activity individuals must:

1. Be 21 years or older
2. Have a valid US or Canadian driver's license
3. Be a registered member of a Club Sport
4. Fill out the [Driver Information Form](#) and upload a pdf. copy of their valid Driver's License
5. With the information provided from the Driver Information Form, the Club Sports Office will initiate a Motor Vehicle Report (MVR) Background Check
6. Individual must clear a Motor Vehicle Report (MVR) Background Check (required every 2 yrs.)

Additional requirement to drive 12 - passenger vans (*either Athletic Dept. owned Van or Hertz Rental Van*) for a Club Sport related activity

1. Take and Pass the Coaching the Van Driver 4 course (allocate 3 hours to complete). A passing grade is correctly answering 16 out of the 20 questions.

If an individual does not pass the course they may retake it 2 other attempts. Once an individual passes the course a Club Sports Staff member will send them specific policies and procedures that need to be followed when utilizing Athletic Department Vans and rental Vans from Hertz.

An email will be sent to individuals confirming their status as a certified Club Sports Driver once all these requirements are met.

The club will have to pay for the costs associated with each club member becoming a certified van driver. The club will incur the cost of the MVR background check and the fee for the van driver certification course.

Use of Columbia Athletic Department owned vans (12 passenger) is extended to recognized Club Sports. However Varsity Sports teams have priority use of these vans. Use of the vans are a privilege and if a club and its drivers cannot comply with van use policies and procedures that privilege will be taken away.