**Requirements for Operating a DSC Automobile 4/2019**

The Environmental Health and Occupational Safety Department (EH&OC) at Dalton State maintains the listing for approved drivers and provides the listing to the Public Safety Department for vehicle assignment. Paul Tate in the EH&OC may be contacted with any questions; [prtate@daltonstate.edu](mailto:prtate@daltonstate.edu) or 706-272-4463. It is important that persons requesting approval to drive allow plenty of time to complete all requirements before their trip.

Items to be completed before being authorized to operate a Dalton State College vehicle:

**I. For employees (faculty, staff, student workers):**

1. Complete an authorization to procure a motor vehicle report at; <https://www.daltonstate.edu/skins/userfiles/files/AuthorizationtoProcureMVR_Fillable.pdf>

2. Complete training; <https://www.daltonstate.edu/skins/userfiles/files/Directions%20w%20Link%20to%20Auto%20Liability%20Videos-updated%20Sept%202017.pdf>

3. Review the motor vehicle use policy; <https://www.daltonstate.edu/skins/userfiles/files/Motor-Vehicle-Use-Policy_Apr2019.pdf>

4. Complete driver acknowledgement form; <https://www.daltonstate.edu/skins/userfiles/files/DSC%20Motor%20Vehicle%20Use%20Program%20Driver%20Acknowledgement%20Form-Fillable_Apr%202019.pdf>

5. Contact Plant Operations to obtain a fuel pin number;   
[etraffanstedt@daltonstate.edu](mailto:etraffanstedt@daltonstate.edu) or 706-272-4446 during business hours.

**II. For students/others who are not employees:**

1. Contact Dalton State Human Resources at 706-272-2026 or [mvelazquez@daltonstate.edu](mailto:mvelazquez@daltonstate.edu) to register as a volunteer and complete associated paperwork.

2. Complete an authorization to procure a motor vehicle report at; <https://www.daltonstate.edu/skins/userfiles/files/AuthorizationtoProcureMVR_Fillable.pdf>

3. Complete training; <https://www.daltonstate.edu/skins/userfiles/files/Directions%20w%20Link%20to%20Auto%20Liability%20Videos-updated%20Sept%202017.pdf>

4. Review the motor vehicle use policy; <https://www.daltonstate.edu/skins/userfiles/files/Motor-Vehicle-Use-Policy_Apr2019.pdf>

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