

**Minnesota State Colleges & Universities**  
**Vehicle Fleet Safety Program**

Student organizations using state vehicles for any reason, including but not limited to errands, travel or for event purposes, must have each driver read the vehicle safety program information, fill out the online Vehicle Use Agreement form and be familiar with motor pool policies. Driving records will be checked with the Vehicle Use Agreement form information. Each driver must have an acceptable or conditional driving record according to the Department of Motor Vehicle check. Additional material is posted on the MnSCU Risk Management website at [www.finance.mnscu.edu/facilities/insurance-riskmgmt/index.html](http://www.finance.mnscu.edu/facilities/insurance-riskmgmt/index.html) or on the MSUM Business Office website at [www.mnstate.edu/busoff](http://www.mnstate.edu/busoff).

To fill out the online Vehicle Use Agreement form, please visit <https://appserv.mnstate.edu/authenticate/index.asp?applicationid=115>.

Please be aware that if your information was submitted during the 2008-2009 academic year AND you are a resident of Minnesota or North Dakota, it has been automatically been resubmitted. However, you must check to make sure it has been approved. Also, if you have turned 21, you must update that information and resubmit your form.

In addition, a possible mandatory training session may be implemented for van usage. The Office of Student Activities will notify each student organization if this training is required.

If you or your student organization has any questions or concerns about the Vehicle Fleet Safety Program, contact JoDee Anderson, Assistant Director of Leadership and Organizations at 218.477.2120 or Sandy Schob, Activities Business Manager at 218.477.2486.