




## BRANDEIS UNIVERSITY PUBLIC SAFETY DEPARTMENT

# Transportation Training Policy (15 Passenger Vans/Golf Carts)

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Accreditation Standards (6 <sup>th</sup> Edition) <ul style="list-style-type: none"><li>• New</li><li>• Revised</li><li>• Amended</li></ul>	

### Policy:

The Brandeis Department of Public Safety is responsible for ensuring that all employees, including student employees, comply with the Brandeis University [automobile policy](#).

When the Department of Public Safety is aware of a new driver request, the following procedures apply.

Questions or comments about training can be emailed to [parking@brandeis.edu](mailto:parking@brandeis.edu).

### Procedure:

1. All employees, including student drivers, must complete the following [Vehicle Use Application PDF](#) before driving university vehicles, including golf carts. An application must be on file to receive a link to the online training course via [SafetySkills](#). The SafetySkills course is required even if driving is for one event only or for a short duration. The Parking Office will administer this training program.
2. Once the course is complete, the system administrator will receive a notification. SafetySkills can manage certificates; there is no need to request/provide Public Safety with a certificate of completion.

Departments that require additional driver skills testing include:

- Athletics Department staff and student drivers
- Ad-Hoc Situations (*extended periods on highways*)

Road tests for Athletics drivers will be conducted and managed by Athletics staff without Public Safety resources unless specifically requested.

3. Motor Vehicle Record (MVR) license checks will be processed by the Detective Division and forwarded to the Chief of Police for approval. The Brandeis University [driver's license matrix](#) will be used to approve or deny applicants.
4. Golf Cart training mirrors the same process and requires completion of the Gold Cart training course in SafetySkills.

*This policy was updated with the support of the Division of Business and Finance, Insurance and Risk Management, and the Chief of Public Safety.*