

Driver Authorization Instructions:

- Fill out online driver authorization form:

https://apps.motorpool.oregonstate.edu/apps/motorpool/external/authorization_form.cfm.

- sign and forward to CEOAS primary contact Biana Weatherford either by email: contact@coas.oregonstate.edu or place on her desk in 104 CEOAS admin. She will then forward to Motor Pool with final approval.

FYI for filing out the form:

Department Address: Biana Weatherford
College of Earth, Ocean, and Atmospheric Sciences
104 CEOAS Admin Bldg
Corvallis, OR 97331

- If renting a 12-passenger van – you **MUST** take the online van safety test:

<http://transportation.oregonstate.edu/motorpool/video/van-safety>

- after watching the video, take the online van safety test:
https://apps.motorpool.oregonstate.edu/apps/motorpool/external/van_safety_test.cfm
- the results of the van safety test are emailed only to the driver and motor pool. (CEOAS admin does not need to see results)

Note: If you have been previously authorized by a different department (ex. Biology) but need to reserve a vehicle for a CEOAS- related activity (class, field trip etc), we still need to provide Motor Pool with a CEOAS authorization so you will need to fill this form out possibly a second time.

*Authorization forms are active for the following:

- Students & Volunteers - up to 1 year of authorization date.
- Faculty/Staff/Outside Agencies - up to license expiration date.