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.