

**Directions for UVM's Online DMV form**

This form should be completed by any volunteer that plans to drive during a 4-H event. Informal arrangements between families to carpool to a 4-H club meeting or event does not constitute driving for a 4-H event. Driving during a 4-H event or for a field trip, between program locations, or whenever driving of youth is arranged by a volunteer, is considered driving for an official 4-H event. In these circumstances, all volunteers and chaperones driving should have submitted the Vermont DMV Record Request and Verification Authorization form and completed a motor vehicle record check. When completing this form, volunteers and chaperones should contact their educator at least 3 weeks prior to their need to drive during a 4-H event to provide ample time for the driver checks to be submitted and approved. Below are directions for completing UVM's Online DMV Form.

First go to <https://riskmgmt.w3.uvm.edu/guests/mvrauth/> and click on the green link that reads "Check Your Driver Certification Status". See picture below:

MENU

UVM RISK MANAGEMENT AND SAFETY

Driver Training and Certification

UVM students, faculty, and staff are eligible to become Certified Drivers. Certified Drivers are covered under UVM's auto insurance when driving UVM owned, leased or rented vehicles while conducting University business.

CHECK YOUR DRIVER CERTIFICATION STATUS

**Driver Certification is required for:**

- All UVM students who drive UVM owned, leased, or rented vehicles
- UVM faculty and staff where driving is indicated as an essential function of your job per the Human Resources Job Description Form
- UVM faculty or staff who drive University owned, rented or leased vehicles six or more times per year
- All UVM faculty, staff and students driving a 8-12 passenger van (vehicles larger than 12 passenger vans are not allowed)

INCIDENT & CLAIM REPORTING PROCEDURES

LIABILITY RISK MANAGEMENT

GENERAL UNIVERSITY INSURANCE PROTECTION

WORKERS' COMPENSATION

PROPERTY PROTECTION

PROTECTION OF MINORS

TRAVEL SAFETY

DRIVER TRAINING AND CERTIFICATION

Then on the page that opens indicate that you are a volunteer by clicking the middle box that says Volunteer. Please answer all of the questions and provide the appropriate information.

If you do not have an email address, use your local 4-H Educator's email.

Primary department for driving = **Ext – statewide 4-H**

Position Title or Group Role = **4-H Volunteer**

Phone number = **your home or cell phone**

Further Intended Driving Distance = **Vermont**

Sponsor Name = **This is your county educator's name**

Sponsor NetID = **Request this info from your county educator**

Sponsor Email = **This is your educator's email**

Sponsor Phone number = **This is your educator's phone number**