New Motor Pool Approval Process
August 8, 2012

The new, online Defensive Driving Test will take about 20 minutes and includes lessons and a
test. You can take the test as many times as needed to pass. However, a red flag will be raised if
you SKIP the lessons and go immediately to the test. Please emphasize with your staff that they
must complete the lessons BEFORE taking the test.

How to access the Defensive Driving Test:
1. Go to Inside Loyola and log in
2. Expand TEAM SITES on the right-hand side.
3. Expand OTHER
4. Click on "Driver Clearance"
5. Open and read "Motor Fleet Safety Policy" under "Shared Documents" in the upper, right
   hand side.
6. **Read the "About Us" information and follow the instructions carefully.**
7. When you pass, a certificate will be emailed to you.
8. Save the certificate to your computer.

> A helpful tip:
> You must SAVE the certificate to your computer so it can be attached to
> the new online ADIS form. I also encourage supervisors to have students
> email the certificate to them for "safe keeping", because it is on us, not
> motor pool, to ensure our drivers complete this process.

How to access the ADIS form:
1. Complete the Defensive Driving Test and save the certificate.
2. Go to Inside Loyola and log in
3. Expand TEAM SITES on the right-hand side.
4. Expand OTHER
5. Click on "Driver Clearance"
6. The link to the online form is on the left under "Links".
7. Do not forget to attach your certificate form the Defensive Driving Test.

> Helpful Tips:
> 1. List your supervisor as Kristin Newland. She will be emailed a copy of
>   the ADIS form (as well as Motor Pool), so she can keep track of who
>   has submitted the form.
> 2. A phone number must be listed. It does not need to be a cell phone, but
>   Motor Pool must have a way to contact you.
> 3. Almost all students will list "NO" when asked if they are a frequent
>   driver. This will allow you to be recertified every 3 years.
> 4. Full time employees will likely list "YES" when asked if they are a
>   frequent driver. This will indicate they need to recertify every year.