Driver Clearance Process

In order to drive any Motorpool or University owned vehicle at Loyola, you must successfully complete the university's Driver Clearance Process. This process includes, reading the Motor Fleet Safety Policy, passing the Defensive Driving Test and then completing the Authorized Driver Information Form (ADIF). All of these items can be found by visiting the "Driver Clearance" team site, located on "Inside Loyola".

How to access the Driver Clearance team site:

1. Go to Inside Loyola and login
2. Expand TEAM SITES on the right-hand side
3. Expand OTHER
4. Click on "Driver Clearance"
5. Read the "About Us" information and follow the instructions

Completing the process:

- Read the Motor Fleet Safety Policy located on the right side, under "Shared Documents".
- Complete the Defensive Driving Test located on the left side, under "Sites".
- After successfully completing the Defensive Driving Test, you will receive an email with a certificate attached. Please save the certificate as a file on your computer. You will be required to attach it to your Authorization Driver Information Form (ADIF).
- Complete the ADIF form by selecting the "ADIF" located on the left side of the Driver Clearance site under "Lists."
- Please note that in the "Supervisor" column of the form, you will need to indicate your immediate supervisor.
- Please remember to attach your Defensive Driving Certificate by selecting "Attach File" at the top of the page and clicking "Save" when the form is completed.
- After you save your ADIF, you will receive an email confirmation that the ADIF has been submitted.
- You will not receive any confirmation email or notification that you are authorized; YOU WILL ONLY BE CONTACTED IF YOU ARE **NOT** AUTHORIZED. If you have not been contacted within 7 business days after submitting the ADIF online, you may begin reserving Motorpool or university owned vehicles.

Helpful tips:

- The department that you list on the ADIF should be the primary department that you will be driving for. If you drive for multiple departments, you will only need to complete this process once.
- The supervisor listed must be your actual supervisor. The supervisor will be emailed a confirmation of your ADIF so that they can keep track of who has completed the process.
- If you drive a Motorpool or University vehicle more than three times a month, please indicate YES under the frequent driver portion of the ADIF.