



## Requirements for Operating a DSC Vehicle

The Environmental Health and Occupational Safety Department (EH&OC) at Dalton State maintains the listing for approved drivers and provides the listing to the Public Safety Department for vehicle assignment. Paul Tate in EH&OS may be contacted with any questions; [prtate@daltonstate.edu](mailto:prtate@daltonstate.edu) or 706-272-4463. It is important that persons requesting approval to drive allow plenty of time to complete all requirements before their trip.

Items to be completed before being authorized to operate a Dalton State College vehicle:

### I. For employees (faculty, staff, student workers):

- 1. Complete an authorization to procure a motor vehicle report at;  
[https://www.daltonstate.edu/skins/userfiles/files/AuthorizationtoProcureMVR\\_Fillable.pdf](https://www.daltonstate.edu/skins/userfiles/files/AuthorizationtoProcureMVR_Fillable.pdf)
- 2. Complete training;  
<https://www.daltonstate.edu/skins/userfiles/files/Directions%20w%20Link%20to%20Auto%20Liability%20Videos-updated%20Sept%202017.pdf>
- 3. Review the motor vehicle use policy;  
[https://www.daltonstate.edu/skins/userfiles/files/Motor-Vehicle-Use-Policy\\_Apr2019.pdf](https://www.daltonstate.edu/skins/userfiles/files/Motor-Vehicle-Use-Policy_Apr2019.pdf)
- 4. Complete driver acknowledgement form;  
[https://www.daltonstate.edu/skins/userfiles/files/DSC%20Motor%20Vehicle%20Use%20Program%20Driver%20Acknowledgement%20Form-Fillable\\_Apr%202019.pdf](https://www.daltonstate.edu/skins/userfiles/files/DSC%20Motor%20Vehicle%20Use%20Program%20Driver%20Acknowledgement%20Form-Fillable_Apr%202019.pdf)
- 5. Contact Plant Operations to obtain a fuel pin number;  
[etraffanstedt@daltonstate.edu](mailto:etraffanstedt@daltonstate.edu) or 706-272-4446 during business hours.

### II. For students/others who are not employees:

- 1. Contact Dalton State Human Resources at 706-272-2026 or [mvelazquez@daltonstate.edu](mailto:mvelazquez@daltonstate.edu) to register as a volunteer and complete associated paperwork.
- 2. Complete an authorization to procure a motor vehicle report at;  
[https://www.daltonstate.edu/skins/userfiles/files/AuthorizationtoProcureMVR\\_Fillable.pdf](https://www.daltonstate.edu/skins/userfiles/files/AuthorizationtoProcureMVR_Fillable.pdf)
- 3. Complete training;  
<https://www.daltonstate.edu/skins/userfiles/files/Directions%20w%20Link%20to%20Auto%20Liability%20Videos-updated%20Sept%202017.pdf>
- 4. Review the motor vehicle use policy;  
[https://www.daltonstate.edu/skins/userfiles/files/Motor-Vehicle-Use-Policy\\_Apr2019.pdf](https://www.daltonstate.edu/skins/userfiles/files/Motor-Vehicle-Use-Policy_Apr2019.pdf)
- 5. Complete driver acknowledgement form;  
[https://www.daltonstate.edu/skins/userfiles/files/DSC%20Motor%20Vehicle%20Use%20Program%20Driver%20Acknowledgement%20Form-Fillable\\_Apr%202019.pdf](https://www.daltonstate.edu/skins/userfiles/files/DSC%20Motor%20Vehicle%20Use%20Program%20Driver%20Acknowledgement%20Form-Fillable_Apr%202019.pdf)
- 6. Contact Plant Operations to obtain a fuel pin number;  
[etraffanstedt@daltonstate.edu](mailto:etraffanstedt@daltonstate.edu) or 706-272-4446 during business hours.