To complete the multi passenger certification process, a driving record check will have to be completed by App State Police. You will need to fill out the form [linked here](#) and send to Sandy Evans to complete the check. She will then send the form back to you (or the listed supervisor on the form) when completed. Steve Nixon (EHS&EM) will also need a copy at that time via scan/email or through campus mail once they are returned to you.

Next, the online course/test must be completed. This can be done anytime online and takes around 30 minutes or so. [It is linked here](#). Make sure you scroll through each screen to get to the test at the end.

After the first two steps are completed, you may contact Teressa Hollars at motor pool to schedule a road test evaluation. This may also be scheduled through an AIM work order.

Once all steps have been completed a multi passenger certification card will be issued to you. Please reach out to Steve Nixon (x7649) with any questions.