

*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.*