

Driver Authorization Instructions:

Fill out online driver authorization form**:

https://apps.motorpool.oregonstate.edu/apps/motorpool/external/authorization_form.cfm

Sign and forward to CBEE primary contact Charlotte Williams in Johnson 116 or byemail to: charlotte.williams@oregonstate.edu. She will then forward to Motor Pool with final approval.

Department Information: Charlotte Williams
School of Chemical, Biological, &
Environmental Engineering
116 Johnson Hall
Corvallis, OR 97331

**If renting a 12-passenger van – you MUST take the online van safety test:

<http://transportation.oregonstate.edu/motorpool/video/van-safety>

- after watching the video, take the online van safety test:
https://apps.motorpool.oregonstate.edu/apps/motorpool/external/van_safety_test.cfm
- the results of the van safety test are emailed only to the driver and motor pool. (CBEE admin does not need to see results)

Note: If you have been previously authorized by a different department (ex. Chemistry) but need to reserve a vehicle for a CBEE- related activity (class, field trip etc), you still need to provide Motor Pool with a form containing CBEE authorization.

Authorization forms are active for the following:

- Students & Volunteers - up to 1 year of authorization date.
- Faculty/Staff/Outside Agencies - up to license expiration date.