




BRANDEIS UNIVERSITY PUBLIC SAFETY DEPARTMENT

Transportation Training Policy (15 Passenger Vans/Golf Carts)

Policy Number:	PAGE: 1 of 2
Policy Type:	PATROL GUIDE
Issue Date: 8.15.22 Review Date: 8.15.24 Revised:	Issuing Authority:  Chief Matthew T. Rushton
Accreditation Standards (6th Edition) <ul style="list-style-type: none">• New• Revised• Amended	

Policy:

The Brandeis Department of Public Safety is responsible for ensuring that all employees, including student employees, comply with the Brandeis University [automobile policy](#).

When the Department of Public Safety is aware of a new driver request, the following procedures apply.

Procedure:

All employees must complete the following [Vehicle Use Application PDF](#).

Anyone driving a vehicle or golf cart must complete an online defensive-driving training class. Even in cases where driving may be anticipated for one event or short duration, the safety course is still required. The class will be administered via [Safety Skills](#). The administration of this program will be managed by the parking office, utilizing Safety Skills training requests via parking@brandeis.edu

Once the class is completed, the system administrator will receive a receipt that the training has been completed. Safety Skills has the ability to manage certificates, there is no need to request/provide Public Safety with a certificate of completion.

There is no requirement for a "road test" for the following employees:

- Any member of the Brandeis Department of Public Safety
- Waltham Group Drivers
- Brandeis Employees - (unless it's anticipated to drive for extended periods on highways)
- Safety Escort Drivers

Departments that require additional driving skills testing include:

- Athletics Department Staff
- Ad-Hoc Situations (*extended periods on highways*)

Live road training for Athletics will be conducted and managed by Athletics staff and without Public Safety resources unless requested in specific cases.

Questions or comments regarding the need for training can be emailed to parking@brandeis.edu.

Once the training has been completed, a vehicle use application must be sent to the Department of Public Safety, MS 066, so a driving record check can be completed. License checks will be processed by the Detective Division and forwarded to the Chief of Police for approval. The Brandeis University [driver's license matrix](#) will be used to approve or deny applicants.

Golf Cart training mirrors the same process. However, the requestor must take the "Golf Cart Training" course. There are no "road tests" required.

This policy was updated with the support of the Division of Business and Finance, Insurance and Risk Management, and the Chief of Public Safety.