

## Driver Instructions - Submittal

- Go to <https://forms.uoregon.edu/forms/list/Parking%20and%20Transportation>
- Click OPEN (to the left of Driver Certification)
- Log in with your Duck ID to access the form
- Fill out DRIVER INFORMATION
- Fill out DEPARTMENT INFORMATION
  - Department: Name of Department
  - Supervisor's Telephone Number: 541-346-xxxx
- Read REQUIREMENTS AND CERTIFICATION EXPECTATIONS
- Check the box "I have met all the requirements and understand all the expectations listed above"
- Identify any current violations or citations on your driving record
- Click **SAVE**
- You will be taken to a new screen with a large red arrow pointing at a button that says EDIT
- Click EDIT
- You will be taken to a new screen with SIGNATURE ROW
  - Signature: Select appropriate approval authority position
  - Email: Add approver's email address
  - Last Name, First Name: Enter Last Name, First Name
- Click **SAVE**
- You will be taken to a new screen scroll to the bottom of the page and next to the Red Arrow Click **SEND**
- You will be taken to a new screen "Please review and sign"
- Scroll to the bottom of the page and click **SIGN NOW** (on the right side of the page)
- Signature Complete
- **Final Step:** forward a copy of the email confirmation you receive to your Department Driver Certification Coordinator

**DO NOT DELETE THE EMAIL YOU RECEIVE SAYING YOU HAVE BEEN APPROVED. IT IS YOUR PROOF OF CERTIFICATION.**