



Maxivan Driver Certification

CWU requires all students and staff to receive a certification before they may operate a maxivan. So before you operate a University Recreation vehicle (with the exception of the "Gator") or rent a vehicle from CWU Motorpool you must complete this certification. If you have NEVER BEEN CERTIFIED or if you have not been certified with the past 24 months you must complete the following steps to get certified:

1. Go to the motorpool office located in the Jongward Building also known as facilities. (This building is located on the west side of campus near the Science Building; the nearest intersection is C St. and 11 Ave..)
2. Inform them you are there to take the maxivan test.
3. They will have you sit down at a computer station to sit through a tutorial and then take a test (up to 3 people may take the certification at one time).
4. Once you have completed the tutorial and passed the test you need to inform the staff.
5. They will hand you a form that you need to complete and then it needs to be delivered to the University Recreation reception desk to be signed by your supervisor.
6. You are now certified as a maxivan driver.

If you have been previously certified to drive a CWU "Maxi-van" WITHIN THE PAST 24 MONTHS you may retake the test online to get recertified. If you have never been certified follow these instructions:

1. Go to <http://www.cwuce.org/vansafety/course.asp>
2. Username: cwu
3. Password: drivesafe
4. Once you have finished come to the Recreation Center Reception Desk and ask for the Maxivan Driver Certification Form. Fill out this form and leave it for the Sport Club Coordinator to sign it.
5. The Sport Club Coordinator will sign it and give it back to the reception staff. We will send the information to motorpool so CWU has a record of this certification.
6. You are now certified as a maxivan driver.