



VAN SAFETY COURSE REGISTRATION INFORMATION

Beginning in June 2009 Auburn University will no longer be offering classroom based Van Safety training. All Van Safety training will now be online. Online training can be completed on any computer at the participant's convenience, and at his/her own pace. The training can also be stopped and started later if needed. It is recommended that you complete your training within 14 days of registration.

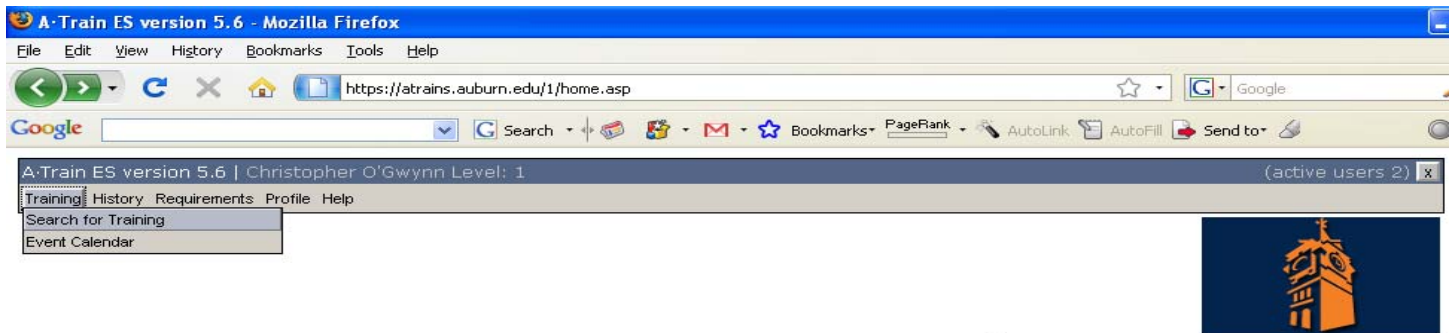
If you do not have access to a computer on a daily basis the [Office of Information Technology](#) has [computer labs](#) on campus that can be accessed by students and employees. If you are unsure of your AU computing login or password you should contact the [OIT Helpdesk](#) at 334-844-4944.

All regular operators, including faculty, staff, student drivers and volunteers of **ANY** Auburn University owned or operated 12 and/or 15 passenger vans must complete the Van Safety Course offered online by Auburn University. *This course is available only for those required to drive for Auburn University business.*

Please note that the Defensive Driving Course is a prerequisite to the Van Safety Course.

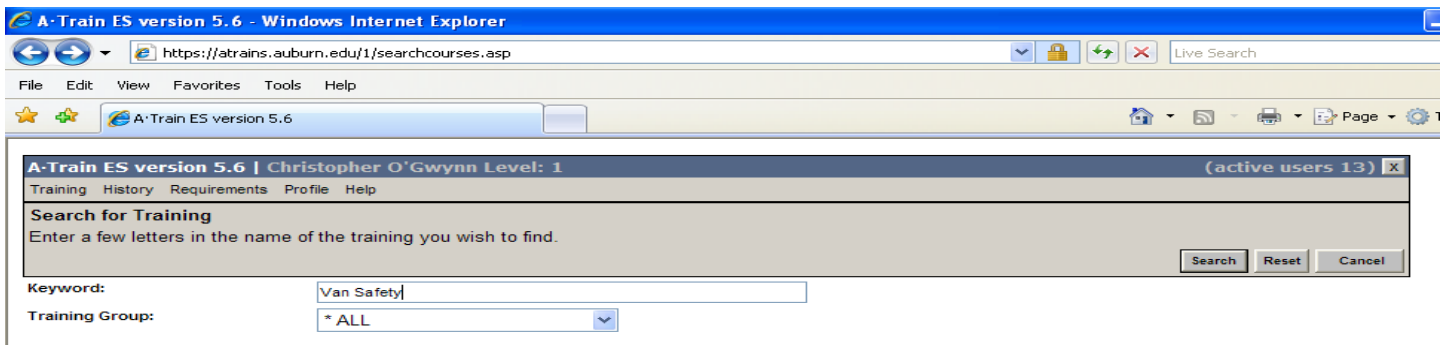
Participants should enroll for this course through [A-Train](#). For assistance with A-Train problems call Risk Management and Safety at (334) 844-4870, or send an email to Driver Training at audrive@auburn.edu. Please note that students who are not employed by the University will have to call or email to register. Your email should include your name and contact information, your Banner ID number, your supervisor's name, and your department's name.

After you are logged into A-Train select **“Training”** then **“Search for Training”** on the top menu bar.

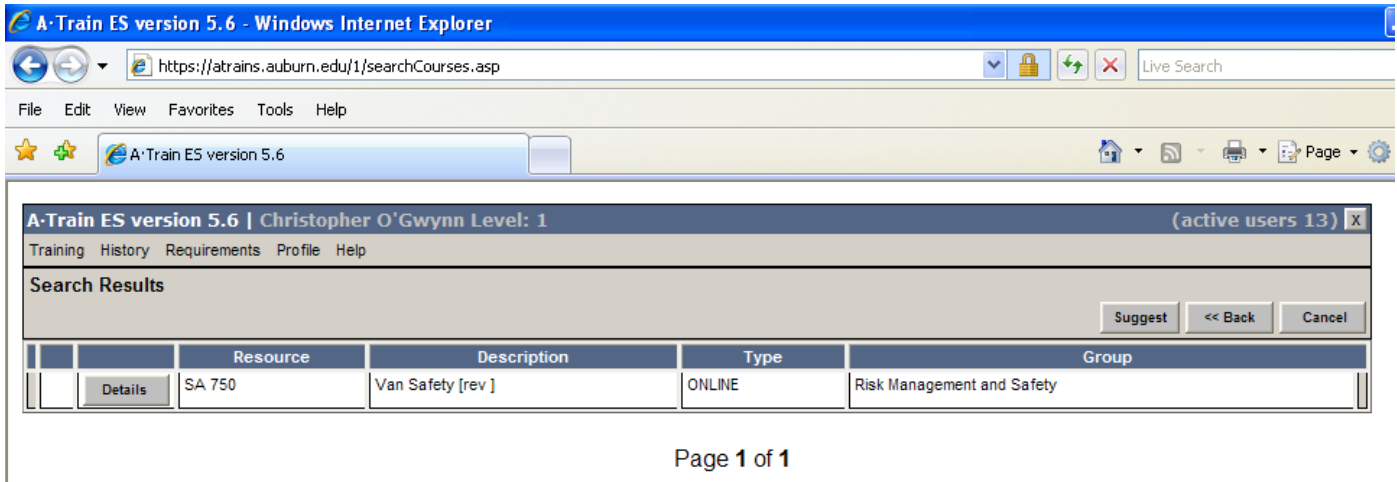


A-Train® Enterprise Server at Auburn University

Type in **“Van Safety”** in the box next to **“Keyword:”** then click the **“Search”** button on the menu bar.



Click the “**Details**” button next to SA750 Van Safety ONLINE to go to Training Resource Details.



Read all information including the Course Abstract then press the press the “**Launch**” button on the course details page and you will be prompted with further instructions for accessing the online Van Safety training. **Please make sure to print these instructions so that you can to reference them later.**

Risk Management & Safety will receive a notice once you have registered for the Van Safety Course. You must have an individual Authorization Key before you can access the Van Safety Course. You should receive this within 24 hours of registration via email. If you have not received an email with your Authorization Key within 24 hours, please send an email to audrive@auburn.edu.

If you do not use the Authorization Key to register within 60 days it will be reassigned and you will have to request a new one.

Please be aware that upon successful completing of the course you will be given the option to print a certificate of completion. Please make sure your computer is connected to a printer so you can do this. You will need to give a copy of your certificate of completion to your supervisor. Nothing needs to be sent to Risk Management & Safety. Risk Management & Safety will be notified when you have completed the course.

Contact Risk Management and Safety at 844-4870 with any questions about the course. You can also send an email to audrive@auburn.edu.