

## **BENTLEY AUTHORIZED VEHICLES/GOLF CARTS REQUIREMENTS**

Employees are required to watch the online golf cart training module; take the online quiz within the training module; read the driving policy and fill out/deliver all required driving forms before they can access the Bentley authorized vehicles including golf carts.

### **TRAINING**

[Click here to access required online training](#)

### **READ**

1. **AUTOMOBILE Policy** located within golf cart training module.

### **COMPLETE FORMS**

2. **Qualified Driver Agreement Form**-see attachment; return to MAI #204
3. **Vehicle Use Application and Disclosure Form** located at; return to Rauch #028  
<https://www.bentley.edu/offices/vehicle-use-application-and-disclosure>

The “**Qualified Driver Agreement Form**” needs to be returned to the **Maintenance Department #204**. You’ll need to read the driving policy then click on the “**Vehicle Use Application and Disclosure**” form. Complete the form that corresponds with the state where you received your license and return to **Financial Operations, Rauch #028**.

**NOTE:** Until all training, quiz and driving forms are completed and delivered to their respective locations, you will not be able to use any Bentley authorized vehicles or golf carts.