

STEPS TO BECOME A CERTIFIED STUDENT DRIVER

Step 1: Complete [Questionnaire](#)

Fill out the College of Science Defensive Driver Interest Form. You will then be sent a Person of Interest (POI) form and be added to the COS Defensive Driving Canvas course.

Step 2: Complete POI

Fill out and submit the Person of Interest (POI). **Be sure to enter your Student ID in the appropriate field.** If you miss this step, your form will not be processed. Please allow 10 business days for the POI form to be processed.

Step 3: Complete Online trainings

Defensive Driving Training courses

The online training courses are available on CSU Learn (SumTotal), which is an App on your CSUMB Dashboard. They are linked below. The two training certificates needed to drive the COS vans are: [CSUMB Driver Safety Training Program](#) which has two parts, and [CSU - Van Safety](#). Upon completion, upload your certificates onto the Defensive Driving Canvas course. (You will also need these completion certificates in Step 6.)

Step 4: Complete Van Orientation

Schedule Orientation

Choose an appointment slot on Canvas and complete an in-person van orientation.

The orientation normally takes about 30 minutes. We will go over information specific to the vans and driving for the College of Science, as well as review some information listed below.

Step 5: Upload Drivers license to Canvas

Scan the front copy of your Drivers License to the Defensive Driving Canvas course.

Step 6: Complete Defensive Driving Registration Form

Now Live Defensive Driving Registration Form**

Navigate to the DDP website to complete your [registration](#).

- Make sure to enter mscott@csumb.edu as the MPP email. If you entered this correctly, MICHAEL B. SCOTT will automatically be added as the MPP name.
- Check the boxes corresponding to **State Owned vehicles** and **Large Passenger Van**.
- Please note: You will need to read the CSUMB Driver Safety Program rules.

Once your application has been approved, forward your approval email to cos_defensivedriving@csumb.edu.

Keys will not be released to drivers unless all the correct driver paperwork is complete and up to date. Please contact cos_defensivedriving@csumb.edu if you are unsure of your driving status.