

How-to:

Northwestern - Argonne Carpool

Northwestern University has a fleet of cars available for business use, including for driving to Argonne National Laboratory for research collaborations. This is available to anyone who is affiliated with Northwestern, including students, postdocs, researchers, faculty and NAISE fellows. The Northwestern - Argonne Carpool is run through a reservation system where you can reserve a seat as a *driver* or as a *passenger*. If a *driver*, other passengers may sign up to drive with you. Applications are through the [NU Safe Driver Webpage](#).

How to access Northwestern - Argonne Carpool

1. Go to the [Safe Driver Application](#) on NU's Safe Driver Webpage.
2. Select **“Submit an Application (NETID)”**

Safe Driver Application

Application To Use Northwestern Vehicles

To access the Safe Driver application, it is necessary for you to log in using your Northwestern NetID.

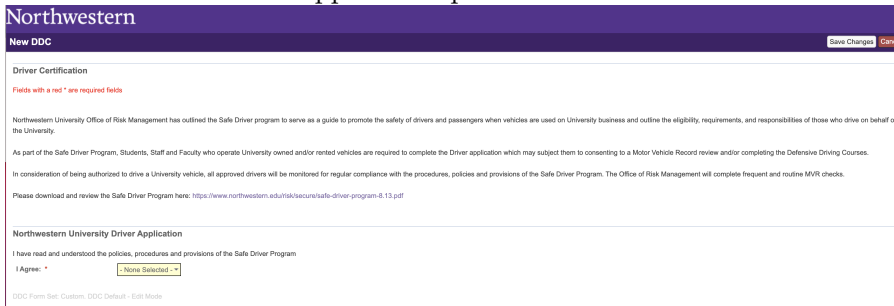
[SUBMIT AN APPLICATION \(NETID\)](#)

Don't have a NetID at this time?

[SUBMIT AN APPLICATION \(WITHOUT A NETID\)](#)

Important: To ensure that you receive automatic email notifications, add RIAC@northwestern.edu to your address book.

3. You will see the below application portal



4. Select **“YES”** to agree to University Vehicle Usage

Northwestern University Driver Application

I have read and understood the policies, procedures and provisions of the Safe Driver Program

I Agree: *

5. Fill out Applicant Information, some of this section may be pre-populated based on your login to NU systems.

Applicant Information

First Name: *


Middle Name:

Last Name: *

Northwestern ID:

NetID: *

Email Address ⓘ *

Birth Date: * 

Cell Phone: *

6. While completing “Department or Group Information” section, Select **“Argonne Carpool”** for the question “Department/Group driving for” as below

Department or Group Information

Affiliation: *

Department/Group driving for: *

Supervisor or Advisor Email

7. Complete the next sections, with populating the usage description as **“Drive to / from Argonne National Laboratory for research collaborations,** as below

University Vehicle Use

Do you require the use of a university vehicle for university-related business and/or activities?

*

What will you be using a University vehicle for? Please provide a brief description. ⓘ

On which Campus will you be using a university vehicle? ⓘ

* Evanston
 Chicago
 Washington, D.C.
 Coral Gables
 San Francisco

What type of University Vehicles do you operate? ⓘ *

University Owned Vehicles
 University Leased Vehicles
 Business Use Vehicle Rentals
 Student Group/Organizations Rentals

Application Type

Select one of the following ⓘ

* Student Driver Certification
 Staff/Faculty Motor Vehicle Record Check
 Staff/Faculty Defensive Driving Course Certification

8. Select **“YES”** to authorize the university to confirm your driver eligibility

I authorize Northwestern University and Rubicon Insurance Company to obtain a copy of my driving record

*

9. Select **“SAVE CHANGES”** at the top right of the application page to submit your application



10. Once you receive your safe driver certification in your NU email, contact NAISE with your certificate to get access to the reservation system.

For questions or issues, reach out to NAISE team via naise@northwestern.edu.

This document was prepared on 01/2024.