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)”

3. You will see the below application portal

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

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

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

- Yes

What will you be using a University vehicle for? Please provide a brief description. Drive to / from Argonne National Laboratory for Research Collaborations

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

- Yes

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.

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