Defensive Driver Training – Online, Self-Certification Acknowledgement Instructions

Introduction

The following instructions identify the employee, supervisor, and departmental responsibilities regarding completion of the Defensive Driver Training – Online.

Responsibilities

Employee

1. Complete the Defensive Driver Training – Online course.
2. Review, sign, and date the self-certification acknowledgement certificate.
3. Forward the completed acknowledgement to your supervisor for signature and record keeping.

Supervisor

1. Ensure employees complete the Defensive Driver Training – Online, when it pertains to their employment or duties.
2. Review, sign, and date each employee's completed acknowledgement.
3. Maintain the completed acknowledgement in your department's training files, or other designated location. DGS' Audit Office may validate compliance by reviewing these files.

Department

A management memo will be forthcoming with further information and/or reporting requirements.

Contact Information

Questions regarding the Defensive Driver Training – Online can be directed to:

Department of General Services
Office of Risk & Insurance Management
Statewide Health and Safety Program
ddt@dgs.ca.gov

For more information please visit our website at:
www.orim.dgs.ca.gov

DGS CALIFORNIA DEPARTMENT OF GENERAL SERVICES