

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

Defensive Driver Training - Online Self-Certification Acknowledgement

I hereby certify:

**"I have completed this training with individual effort
and agree to comply with the information contained in this course."**

_____	_____	_____
Employee Name	Employee Signature	Date
Received By _____	_____	_____
Supervisor Name	Supervisor Signature	Date
_____	_____	_____
Division Name	Unit/Office Name	

Government Links

Office of Risk and Insurance Management (ORIM)

<http://www.dgs.ca.gov/orim/Forms.aspx>

OSHA Regulations

http://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=oshac

California Law

<http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=lab&codebody=>

State Administrative Manual 0751 Operation Requirements

<http://sam.dgs.ca.gov/TOC/700/0751.htm>

Employer Pull Notice EPN

<http://dmv.ca.gov/vehindustry/epn/epngeninfo.htm>

State Administrative Manual (SAM)

<http://sam.dgs.ca.gov/default.htm>

Statewide Integrated Traffic Records System (SWITRS)

www.chp.ca.gov/switrs/

DMV What's New

http://dmv.ca.gov/top_nav/whatsnew.htm

Authorization to use privately owned vehicle Standard Form 261

<http://sam.dgs.ca.gov/TOC/700/Appendix/A-3.htm>

National Highway Traffic Administration

<http://www.nhtsa.gov/>

The Office of Fleet and Asset Management (OFAM)

<http://www.dgs.ca.gov/Default.aspx?alias=www.dgs.ca.gov/ofam>

Department of Transportation

<http://www.dot.gov/>

V C Section 22350 Basic Speed Law

<http://dmv.ca.gov/pubs/vctop/d11/vc22350.htm>

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