

Drivers Certification Training Procedures

Follow this link to the site to complete the State of Utah Defensive Driving Course.

<https://utah-riskpool.sabacloud.com>

1. Fill out the registration completely using the following information.
 - Password must contain one upper-case character and one lower-case character and minimum of one number
 - Time Zone: GMT-007
 - Security Keyword: Snow
2. On the home page, select the launch button on the right of Defensive Driver Training in the "My Learning" box. You will watch a short video and then take a quiz.
3. After completing the training and quiz click on the grid in the upper left hand side of the screen. When you hover over it will say "menu." Select me from the drop down menu. On the left-hand side, select "Completed Learning." Defensive Driver Training should be under the list along with "Successful" under progress. Select "**Print Certificate.**" A new screen will pop up with your certificate, **if it does not; check your pop up blocker.** Print off certificate.

You will need to interoffice/email or bring me the following:

- Completed Drivers Training Form (see below)
- Copy of your driver's license (front side only)
- Certificate of Completion

After I receive all three forms, I will create an account. You will receive an email from me with your pin number. This is to be used when fueling motor pool vehicles.

Please call or email me if you have any questions or concerns about completing these requirements.

Tracy Madsen

Campus Services office Manger

(435) 283-7220

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Driver's Training Form

Return completed form to the front office at the Physical Plant. Attach a copy of your current driver's license and Utah State drivers training certification.

Badger ID: _____ Campus: Richfield Ephraim

Full Name: _____

Email: _____ Phone #: _____

College Status: Faculty Staff Student Other

Supervisor's Name: _____

Department: _____

Driver's License #: _____ State: _____ Expiration Date: _____

****If you do not have a Utah driver's license, you must attach a copy of your driver's record from your home state. Contact the state DMV and have them send you a copy.**

Office Use	
Operator ID:	_____
Fuel Pin:	_____
Emailed	___ SS ___

7/22/2020