

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, upper left hand corner select "Defensive Driver Training 2021."
3. Click on the blue "Enroll" Button, then confirm enrollment.
4. In the box labeled "Item Details" click on the blue lettering "Defensive Driver Training 2021" by the arrow.
5. Click on the blue "Launch" button. This will open up a new screen.
6. Select "START THE COURSE" You will be guided through a hands-on training slide show.
7. After completing the slide show, a screen titled "Assessment" will appear. Click on the blue lettering "START QUIZ." After completing the quiz, a screen will appear with your score. At the bottom of this page click on the down arrow under "Lesson -Completion." You may now close the window
8. On the right of the screen there will be a "Print Certificate" button. Click on this and your certificate will open onto the screen, **if it does not; check your pop-up blocker**. Print off certificate. You will also receive this via email. If you do not have access to a printer, please forward me this email. This will have your certificate attached, so make sure to forward with attachments.

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 finish setting up your account and request a fuel pin number. **YOU ARE NOT ELGIBLE TO DRIVE UNTIL YOU RECEIVE AN EMAIL FROM ME WITH YOUR FUEL PIN NUMBER.**

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

tracy.madsen@snow.edu



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 ___

12/21/2021