

Drivers Training Procedures

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

https://utah-riskpool.sabacloud.com/Saba/Web_wdk/NA1PRD0101/index/prelogin.rdf

At the bottom of the white box select [Sign up here](#). Fill out the registration completely. For time zone choose GMT-007. Security Keyword is Snow. When you get to the home page select the launch button on the right of Defensive Driver Training in the “My Learning” box. After completing the training and quiz go to the “ME” tab at the top of the page. 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 doesn’t 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 (if out of state, please include copy of drivers record)
- certificate of completion

After I receive all three forms I will then create you an account. I will email you a pin number to use with the vehicles gas cards which you need to keep private and store in a safe place. Please call or email me if you have any questions.

Tracy Madsen
Campus Services Office Manager
283-7220
Tracy.madsen@snow.edu

Drivers Training Form



SNOW COLLEGE

The following **MUST** be filled out and returned to the Campus Services Office:

Full Name: _____ Date: _____

E-mail: _____ Phone: _____

Please Check one: Faculty Staff Student Other

Banner # /Badger ID # _____

Department: _____

Supervisor's Name _____

***** (Either a Copy of your driver's license must accompany this form, or the information must be verified in person by the Campus Services office.)*****

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

(If you do not have a Utah Driver's license, you must contact your state and have them email your driving record to us before you will be able to drive a State vehicle).

Signature: _____

Please return this sheet to the Campus Services office when completed along with a copy of your current driver's license.