

Drivers Certification 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/common/party/person/editNewUserSocial.rdf

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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Drivers Training Form



SNOW COLLEGE

Fill out this form completely and return to the Campus Services Office
(Located directly north of the Humanities Building on the Ephraim Campus)

Full Name: _____

Email: _____ Phone: _____

Please Check One: Faculty Staff Student Other

Badger ID # _____

Supervisor's Name: _____

Driver's License # _____ State: _____ 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: _____

*****A copy of the driver's license must accompany this form*****