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 andĔ minimum of one number
   - Time Zone: GMT-007
   - Security Keyword: Snow
2. On the home page, upper left-hand corner select "Defensive Driver Training 2022."
3. Select "START THE COURSE" You will be guided through a hands-on training.
4. After completing the training, a screen titled "Assessment" will appear. Click on the blueĔlettering "START QUIZ." After completing the quiz, a screen will appear with your score. At theĔbottom of this page click on the down arrow under "Lesson 4 -Completion." You may now closeĔthe window by clicking in the top right corner.
5. Your screen should now look like this. Click on the gray "Print Certificate" button
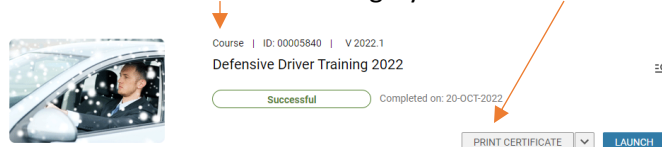
6. Your certificate will open onto the screen, **if it does not; check your pop-up blocker**. Print off certificate. **You will also receive this via email**. If you do not have access to a printer, pleaseĔ forward me this email with the attached certificate.

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

I must have all three forms before I can setup your account and assign you 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: _____
Utility Cart _____
Emailed _____ SS _____

10/20/2022