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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION

Risk Management Division

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January 21, 2016

TO: Agency Heads
Agency Safety Coordinators

FROM: Risk Management Division

RE: Defensive Driving Training Requirement

In accordance with the provisions of the State Administrative Manual Section 0521.0, Safety and Health Program and Subsection 2-C, Safety Training – the Risk Management Division has identified the following employee training topic that must be included in all State agency safety programs:

DEFENSIVE DRIVING

The Defensive Driving course is required for all “Executive” branch employees whose job functions require driving a State vehicle for State business. The standard 4-hour Defensive Driving class or an equivalent (must show evidence of prior participation within the last 4 years) must be completed. Agencies can present an alternative training course to Risk Management for review and approval.

Employees will need to attend the standard 4-hour classroom course as soon as available or within the first year of employment. Refresher training or a repeat class is required every 4 years. The refresher class may be taken by State employees online at: <http://nvelearn.nv.gov>. The refresher class for NSHE employees may be taken on line at: <http://campus.extension.org>. For instructions on how to access the NSHE’s website please click on the following link: <http://www.unr.edu/mynevadahelp/mynevadaaccess/facultystaffaccess>

New employees must be provided with a brief orientation upon hire explaining the State’s policies and practices when utilizing a State owned motor vehicle. Employees who have had more than one work related traffic accident or ticket (that they are deemed to be at fault) within the 4 year period, must be directed to re-take the classroom Defensive Driving course within 3 months of the second accident.

Exceptions: Peace officers or EMT’s who participate in Emergency Vehicle (EVOC) training
Elected Officials
Legislative Counsel Bureau employees
Board and Commission Members

All employees attending the 4-hour class in its entirety will receive a certificate of completion.

Risk Management and various agency trainers are offering this course on an ongoing basis. Agency representatives may request on site training classes for a group of 10 or more employees. Risk Management also has videos available for agency use related to new employee orientation.

Questions regarding this topic can be directed to Risk Management at (775) 687-3187. Thank you for your cooperation as the training program is intended to reduce and minimize workers’ compensation, liability and vehicle damage costs.