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**STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION**

***Risk Management Division***

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January 01, 2019

TO: Agency Heads  
Agency Safety Coordinators

FROM: Risk Management Division

RE: Defensive Driving Training Requirement

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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.

Questions regarding this topic can be directed to Risk Management at (775) 687-1750. Thank you for your cooperation as the training program is intended to reduce and minimize workers’ compensation, liability and vehicle damage costs.