

## LCSD Defensive Driver Training Instructions

Any employee who will drive a district vehicle or ask for reimbursement for driving their own vehicle, is required by Risk Management to take the Defensive Driver Training Course. The instructions for taking the course are included below. It should take about 30 minutes to view the video and take the test. You will need to sign up for the Utah Learning Portal in order to complete the course. When completed you will need to print your certificate by clicking on the ME tab in the top left corner of the website that you will need to give to your school secretary. Beginning April 1, 2017, receipt of this certificate will be required before you can drive a district vehicle or be reimbursed for mileage for district approved travel.

Here is the URL for the Utah Learning Portal: [https://utah-riskpool.sabacloud.com/Saba/Web\\_wdk/NA1PRD0101/index/prelogin.rdf](https://utah-riskpool.sabacloud.com/Saba/Web_wdk/NA1PRD0101/index/prelogin.rdf)



Access your Certificate by clicking the "ME" Tab

Utah Learning Portal

Watch a short tutorial about the Portal by clicking here

**Click Launch to launch the course**

My Learning

Defensive Driver Training  
Status: In Progress  
Due in 30 days

Launch

Announcements

You haven't set a default group yet.  
Set your default group

Note: This course requires that your Flash be up to date and enabled. In some browsers, after you click Launch, you will be prompted to enable Flash, or you may see a button you can click on to run Flash. Just click the button, and it will enable Flash and bring you back to the screen above. When you click on Launch this time, it should launch the course.