

Driver Training

Step-by-Step Instructions

Risk Management
Revised July 2023

Please read through all the step-by-step instructions before beginning the state risk Defensive Driving Training course.

You must complete Driver Training to:

- be authorized to drive on college business
- receive college motor pool privileges
- be authorized for mileage reimbursement
- participate in the separate High Occupancy Vehicle (HOV) training

1. Utah Learning Portal

Right-click the link below and choose “Open link in new tab”

[Utah Learning Portal](#)

| If you already have a Utah Learning Portal profile: | If you DO NOT have a Utah Learning Portal profile: |
|--|--|
| <ul style="list-style-type: none">• In the Portal:<ul style="list-style-type: none">• Input your username (your slcc.edu email) and password• Click sign in• Skip to step 3 of this presentation | <ul style="list-style-type: none">• In the Portal:<ul style="list-style-type: none">• Click Sign Up• Go to step 2 (next slide) of this presentation |

2. Utah Learning Portal: New Registration

To create a new profile:

1. Enter your first and last name as they appear on your driver license
2. Enter your @slcc.edu email
3. Enter “slcc” as the Security Keyword
4. Click Sign up to complete your registration

3. Utah Learning Portal: Getting Started

Once signed into the Utah Learning Portal, select Defensive Driver Training to begin the “Defensive Driver Training” course.

1. Make certain to open the current session, not a previously completed session.
2. The course may not be able to launch if pop-ups are blocked in your web browser. (See [UPenn’s resource on enabling browser pop-ups.](#))



4. Utah Learning Portal: Defensive Driver Training

1. Watch the videos and complete the activities.
2. Take the 25-question multiple choice test.
3. When you have passed the test, proceed to Lesson 4: Completion.
4. Click the "X" in the top right corner to exit.

Defensive Driver Training

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Lesson 3 - Assessment

Lesson 4 of 4

Completion

Thank you for completing this training!

You may close this window by clicking in the top right.

5. Utah Learning Portal: Print Your Certificate

1. Click on the Print Certificate option under the Defensive Driver Training home page.



The screenshot shows a course card for 'Defensive Driver Training'. On the left is a photo of a man driving a car. To the right, the course details are listed: 'Course | ID: 00005840 | V 2022.1'. Below this, the course title 'Defensive Driver Training' is displayed. A green pill-shaped badge indicates the status as 'Successful', followed by the completion date 'Completed on: 20-JUN-2023'. A large black arrow points down from the completion date to a 'PRINT CERTIFICATE' button. To the right of the 'PRINT CERTIFICATE' button is a dropdown arrow and a blue 'LAUNCH' button. A search icon is visible in the top right corner of the card area.



6. Submit Your Documents Online

To complete driver training:

1. Fill out the [Mileage / Motor Pool Authorization Etrieve Form](#)
2. Use the “Attachments” button at the bottom of the form to upload:
 - your certificate
 - a picture of your driver’s license
3. Click “Submit” at the bottom of the form.

Note: CDL drivers may be required to upload copies of additional documentation (e.g., medical card)

7. High Occupancy Vehicle (HOV) Training

Note: Driver Training and HOV Training are two separate trainings.

If you wish to drive an HOV vehicle, you will need to complete BOTH trainings.

1. Complete the Defensive Driver Training
2. Fill out and submit all required documentation via the [Mileage / Motor Pool Authorization Etrieve Form](#).
3. Contact Motor Pool Office at motor.pool@slcc.edu to schedule your hands-on HOV driving test.

Questions?

If you have any questions regarding this process or would like further information, please contact us:

Email: driversafety@slcc.edu

Phone: 801-957-4637