Driver Safety Fundamentals Course
Defensive Driver Techniques
REVISED WITH NEW SITE INFORMATION EFFECTIVE JUNE 2024

Overview
In alignment with the University's commitment to safety and excellence driver safety training has been established for University employees who are tasked with driving vehicles on behalf of the University. It is imperative that all employees and/or approved affiliates who operate University owned, or fleet leased automobiles adhere to the highest standards of safety and professionalism. Training is to be completed annually and/or as needed. This training is strongly encouraged to be incorporated into your onboarding program for new hires within your department.
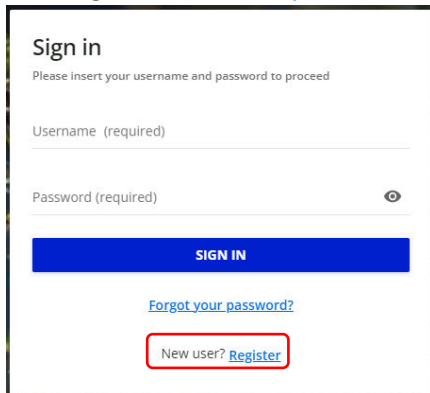
Driving Training Course
The course is designed to help drivers identify and mitigate common risks, learn specific strategies for accident avoidance and how to handle emergency situations. By completing this training, employees not only fulfill their responsibilities as drivers but also contribute to the overall safety and well-being of our community.
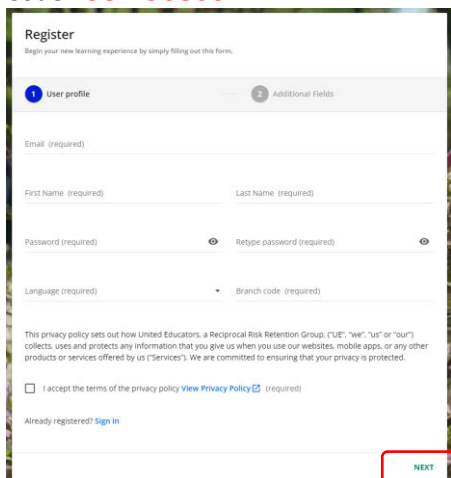
Driving Training Course Procedure
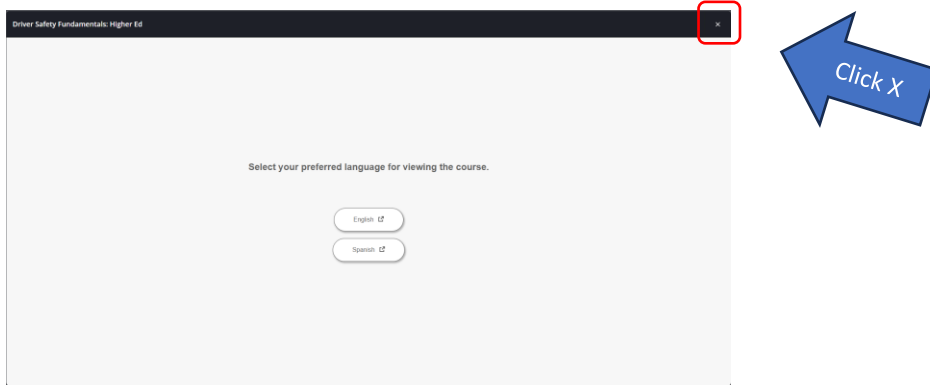This course takes approximately 45 minutes to complete.
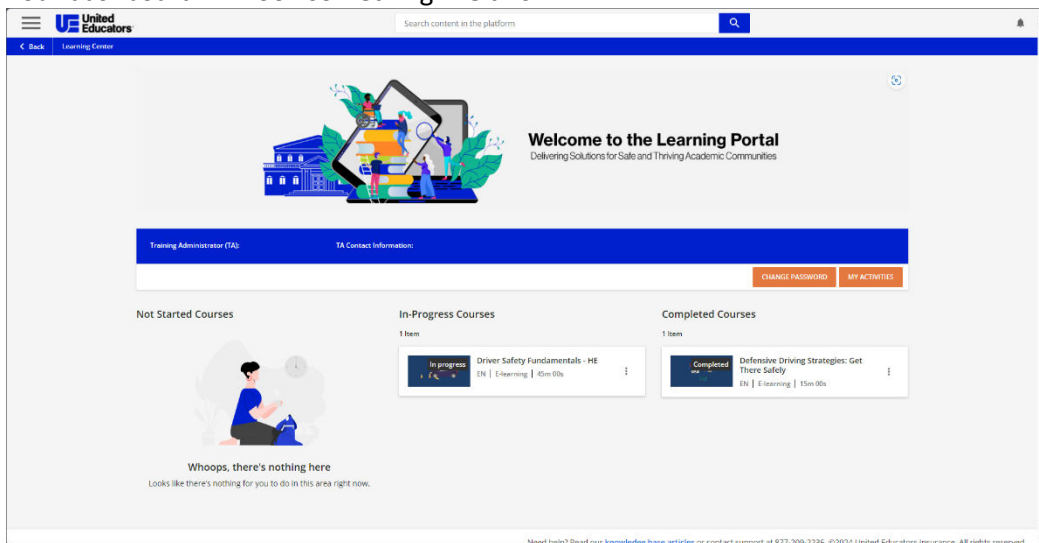- Please go to this link https://learn.ue.org/

- Select: *Register*
- Enter your: *email address, first name, last name, create a password, choose your language, and enter the Branch Code:* **987-90806.**
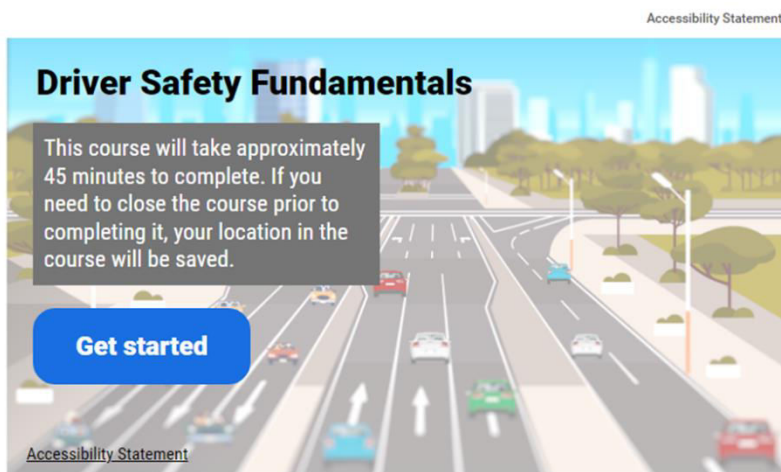

- Click *Next*
- You will be directed to the Driver Safety Fundamentals Course.
- You will see a language selection screen.

- You can either proceed to take the course by selecting the language or go to your dashboard by clicking the X in the top right.
- Your dashboard will look something like this.

- **NOTE ONE:** On the left of your screen, you will see *In-Progress courses*, which indicates you are completing this course. If you need to pause the course for any reason, when you select the course from the dashboard it will pick up where you left off.
- **NOTE TWO: If** you continue with the course after logging in originally or if you are navigating back to the course from the In-Progress course on your dashboard, after selecting the language again, you will arrive at the G**et Started page.** Click the **Get Started button** to take the course.
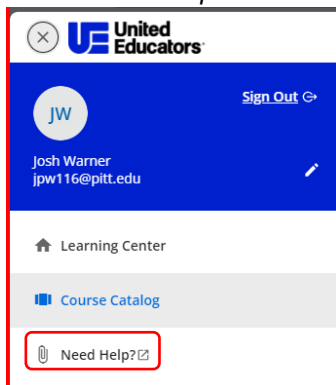
- After finishing the course, you will see a pop-up prompting you to download your certificate. You can print your certificate OR:
  - If you clicked out of the pop-up but still need to download your certificate, you can click on that completed course on your dashboard. You will see the download certificate button in the top right of the screen.

  - You will receive an email congratulating you on your successful completion of the course with a link to download the certificate as well. (The email may take a few minutes to arrive).
- Employee is to provide the certificate to their Department Supervisor and/or Department Administrator. **Do not send to the Office of Fleet Services.**
- Training is to be completed annually and/or as needed.
- If you run into issues or need help, start by navigating to the menu in the top left corner.

- Select: *Need Help.*

- Need Help: If you encounter any questions or uncertainties during your learning process, help is readily available. This training platform includes a "Help" button designed to provide immediate assistance and address common queries that may arise.
- If you still need help, please email your question to fleetservices@bas.pitt.edu.

  The training is for educational purposes only. It is not intended to provide legal or other advice.

NOTE: To be an approved driver, the University of Pittsburgh, Office of Fleet Services requires employees to complete the DMV (Department of Motor Vehicles) process. For more information on how to become an approved driver, work with your Department Administrator or Supervisor. For more information, you can also email fleetservices@bas.pitt.edu