

Driver Safety Training is mandatory for all university employees who are authorized to operate a motor vehicle to conduct university business and whose work places them at risk of injury due to driving hazards. Through our online course, EHSRM helps ensure that this training is completed by appropriate personnel prior to driving a university owned or leased vehicle and/or utility vehicle such as a golf cart. This training is valid for 3 years.

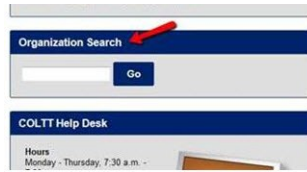
Please complete this 1-hour mandatory training and comprehensive exam at your earliest convenience and prior to any driving event.

Please let me know if you have any questions or concerns regarding these instructions.

Do not use a cell phone or tablet to complete this online training. Make sure you have a secure internet connection when viewing the material. Preferred browsers are Firefox or Google Chrome. There are free computer labs at the Library and Academic Services Building, Edinburg campus.

TO SELF-ENROLL:

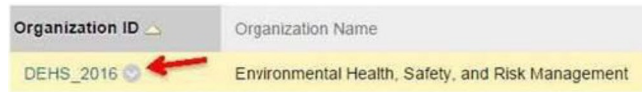
1. Log into your **UTRGV** Blackboard account. my.utrgv.edu
2. Locate the **Organization Search** box in the right-hand side of the screen below the My Organizations box.



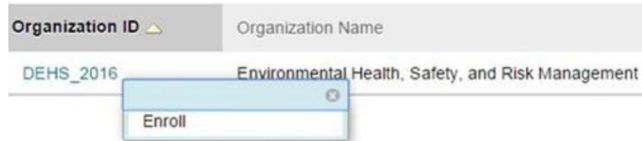
3. In the *Organization Search* box (**Not Course Search**), type in the word “Environmental” and press Go.



4. Click on the Options menu item (chevron in circle) right next to **DEHS_2016**



5. In the menu that opens, click Enroll.



6. In the next Self Enrollment page, click Submit.

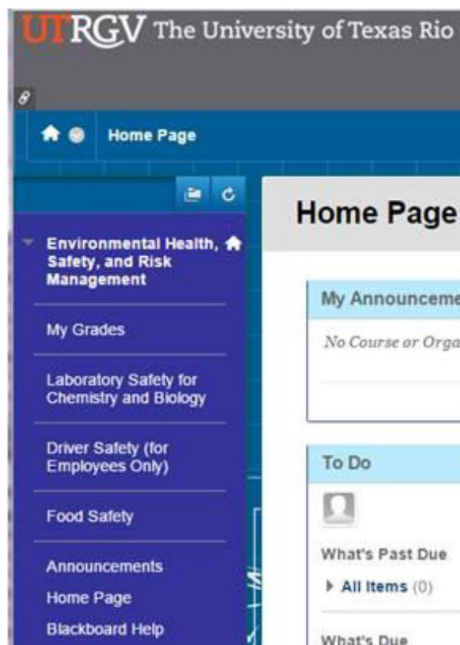


At this point, the student will be enrolled in the course as a **Participant**. They will now see it listed in the **My Organizations** area when they refresh the page.



Driver's Safety Training Self Registration Instructions

Once enrolled in the Environmental Health, Safety and Risk Management Blackboard course, you will have online access to all of our department's trainings.



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INSTRUCTIONS:

1. Log in to your UTRGV Blackboard account.
2. Select the organization entitled Environmental Health, Safety and Risk Management.
(Must self-enroll to see this link)
3. Select the appropriate training on the left-hand side of the screen.
(Driver Safety for Employees Only).
4. View the 1-hour presentation (Driver Safety Presentation)
5. Take the corresponding quiz and pass with 80% or above (Driver Safety Quiz)

Please let me know if you have any questions or concerns and if you do not make a passing grade of 80% or above. You may also contact me at any time throughout your campus experience if you every have any safety-related concerns.



THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY
APPLICATION FOR COPY OF DRIVER RECORD

- 1. Name - DOB - License Status - Latest Address.
2. Name - DOB - License Status - List of Accidents/Moving Violations in Record within Immediate Past 3 Year Period.
2A. CERTIFIED version of #2. This Record Is Not Acceptable for DDC Course.
3. Name - DOB - License Status - List of ALL Accidents and Violations in Record. Furnished to License ONLY.
3A. CERTIFIED version of #3. Furnished to Licensee ONLY and is Acceptable for DDCCourse.
Other: (Original Application, DWLS, etc.) (If Required)

MAIL DRIVER RECORD TO: (PLEASE TYPE OR PRINT)

Requestor's Name: Amy Nicolls - UTRGV Facilities Planning & Oper.
Address: 501 North Sugar Rd.
City, State, Zip Code: Edinburg, Tx 78541 Telephone #: 956-665-2793

If requesting on behalf of a business, organization, or other entity, please include the following:

Requestor's / Business Name: The University of Texas Rio Grande Valley
Your Title or Affiliation with above: Amy Nicolls - Administrative Assistant I
Type of Business, organization, etc. State University

INFORMATION REQUESTED ON:

Texas Driver License #: Date of Birth (Month/Day/Year):
Last Name: Frist Name: Middle/Maiden:
Driver Safety Training Completion Date:
Department Name: Campus Location:
E-Mail Address: Phone #:

INDIVIDUAL'S WRITTEN CONSENT FOR ONE TIME RELEASE TO ABOVE REQUESTOR:

(Requestor, if you do not meet one of the exceptions listed on the back of this form, please be advised that without the written consent of the driver license/ ID card holder, the record you receive will not include personal information.)

I, , hereby certify that I grant access on this one occasion to my Driver Licensed Card record, inclusive of the personal information (name, address, driver identification number, etc.) to The University of Texas Rio Grande Valley

Signature of License/ID Card Harder or Parent/Legal Guardian Date

APPROVAL:

State and federal law requires requestors to agree to the following:
In requesting and using this information, I acknowledge that this disclosure is subject to the federal Drivers Privacy Protection Act (18 U.S. C. Sect. 2721 et seq.) and Texas Transportation Code Chapter 730. False statements or representations to obtain personal information pertaining to any individual from the DPRS could result in the denial to release any driver record information to myself and the entity for which i made the request. Further, I understand that if I receive personal information as a result of this request, it may only be used for the state purpose and I may only resell or redisclose the information pursuant to Texas Transportation Code §730.013. Violations of that section may result in a criminal charge with the possibility of a \$25,000 fine.

I certify requesting this driver record on behalf of an entity, I also certify that I am authorized by that entity to make this request on their behalf. I also acknowledge that failure to abide by the provisions of this agreement and any state and federal privacy law can subject me to both criminal and civil penalties.

Signature of Requestor (Amy Nicolls) Date