DRIVER SAFETY ONLINE TRAINING
INSTRUCTIONS

The department of Environmental Health, Safety and Risk Management provides **Driver Safety Training** online through UT System's Learning Management System (LMS)- Safety Skills: Work Smarter.

Instructions to complete the UTRGV Driver Safety Training:

1. Email EHSRM@utrgv.edu to request Driver Safety Training and include date needed by.
2. You will be notified via email once you are set up in the UT System LMS and will receive additional emails for each training assignment also from UT System.
3. Log on to UT System's LMS with your UTRGV email and password: LMS - Sign In (inclassnow.com)
4. You may be prompted to reset your password if this is your first time accessing the LMS.
5. Click on the My Trainings tab.
6. Complete the 5 driver safety training modules listed under Current Training.
   a. The University of Texas System Driver Safety training Online Course: Unit 1. University of Texas System Policies
   b. The University of Texas System Driver Safety training Online Course: Unit 2. Human Factors
   c. The University of Texas System Driver Safety training Online Course: Unit 3. Vehicle and Equipment Factors
   d. The University of Texas System Driver Safety training Online Course: Unit 4. Environmental Factors
   e. The University of Texas System Driver Safety training Online Course: Unit 5. Assessment
7. A certificate will be generated for you within the LMS for each completed module.
8. Complete Motor Vehicle Record form and submit to EHSRM@utrgv.edu
9. EHSRM will notify you of your driver authorization status once the training and MVR check has been completed.
10. Contact Michelle.Guglielmo@UTRGV.edu with any questions regarding this process.

For more information on the driver approval process, please visit the following UTRGV website:
https://www.utrgv.edu/ehsrm/programs/training/driver/index.htm

Note: 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. Ensure that your browser (Google Chrome, Firefox, etc.) is the latest version and that your browser history has been recently cleared. Disable popup blockers.