

# Management Memo

**SUBJECT:** DEFENSIVE DRIVER  
TRAINING – ONLINE COURSE

**NUMBER:** MM 11-04

**REFERENCES:** [Government Code 11290](#), [16378](#), [16379](#) California Labor Code [6400 & 6401.7 \(a\)\(4\)](#) State Administrative Manual [0750](#), [0752](#), [2420](#)

**DATE ISSUED:** JULY 18, 2011

**ISSUING AGENCY:** Department of  
General Services

**EXPIRES:** UNTIL SUPERSEDED

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## Introduction

The Department of General Services (DGS) Office of Risk and Insurance Management (ORIM) oversees the Statewide Defensive Driver Training Program. This Management Memo provides State agencies with information on the implementation of DGS' new Defensive Driver Training (DDT) – Online course

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## Online Initiative

The web-based feature of the DDT course allows more efficient and effective access to this training resource. DGS estimates that 20,000–30,000 State employees annually will take the online course. Since there is no cost to take the DDT - Online course, State agencies can achieve tremendous cost savings and avoid employee travel expenses. The online course is available at:  
<http://www.dgs.ca.gov/orim/Programs/DDTOnlineTraining.aspx>

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**Course Highlights**

Highlights of the DDT - Online course include the following:

- No fees are charged for taking the online course.
- No course registration is required.
- The course is time efficient and requires approximately 2½ hours to complete.
- Interrupted training sessions are easily managed through bookmarks, and resume at the point of interruption.
- Eleven concise training modules include slides, videos and narration. Scripts are available upon request.
- Brief assessments at the end of each module for reinforced learning, with a final assessment at the end of the course.

A Self-Certification Acknowledgement certificate.

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**Who Should Participate?**

All State employees who drive a vehicle on official State business must successfully complete the DGS approved DDT course at least once every four years.

In accordance with the California Labor Code, employers must ensure that employees receive general safe and healthy work practices training and specific instructions with respect to workplace hazards associated with their job assignments. Driving a vehicle has its inherent risks; therefore, affected employees must meet the State's DDT requirement

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**Program Funding**

The DDT Program is funded through annual premium assessments collected from State agencies and deposited in the DGS Motor Vehicle Insurance Account (MVIA). Program cost savings achieved as a result of the online course will be passed on to State agencies through the MVIA annual premium assessment.

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**Computer and System Requirements**

Prior to accessing the online DDT course, State agencies will need to provide computers with:

- Internet access (Microsoft Explorer preferred, but not required)
- Adobe Products:
  - Flash Player (latest version preferred, not required)
  - Acrobat Reader (version 8 or newer)

Additionally, State agencies will need to adjust computer settings to:

- Disable Pop-Up Blockers
  - Enable Cookie
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**Tracking and Reporting Requirements**

State agencies must annually complete and submit the Annual State Agency Defensive Driver Training Report by September 1 to ORIM for the preceding Fiscal Year (FY).

The report requests the following information:

1. Number of employees in department.
  2. Number of employees *required* to take DDT for the reporting FY.
  3. Number of employees *completing* DDT for the reporting FY.
  4. Location of your agencies' DDT records (i.e., training files, personnel files, etc.).
  5. Contact information for the person(s) responsible for tracking course enrollment, completion, and compiling of the Annual State Agency DDT Report.
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**Responsibilities**

The following matrix identifies the employee, supervisor, and departmental responsibilities regarding completion of the DDT– Online course

Role	Step Action
Employee	<ol style="list-style-type: none"> <li>1. Complete the DDT - Online course.</li> <li>2. Review, sign, and date the Self-Certification Acknowledgement certificate.</li> <li>3. Forward the completed Acknowledgement to your supervisor for signature and record keeping.</li> </ol>
Supervisor	<ol style="list-style-type: none"> <li>1. Review, sign, and date each employee's completed Acknowledgement.</li> <li>2. Ensure the completed Acknowledgement is maintained in the department's training files, or other designated location.</li> </ol>
Department	<ol style="list-style-type: none"> <li>1. Ensure applicable employees complete DDT.</li> <li>2. Track employees' completed DDT On-line course. (The DGS Office of Audit Services may validate compliance by reviewing these files.)</li> <li>3. Complete and submit the Annual State Agency Defensive Driver Training Report to DGS.</li> </ol>

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STATE ADMINISTRATIVE MANUAL

**Contact**

Questions regarding the DDT - Online course can be directed to:

Danielle Mahood, Manager  
Department of General Services  
Office of Risk & Insurance Management Statewide Health and Safety [dmahood@dgs.ca.gov](mailto:dmahood@dgs.ca.gov) or [ddt@dgs.ca.gov](mailto:ddt@dgs.ca.gov)

For more information, please visit:

- ORIM's website at [www.orim.dgs.ca.gov](http://www.orim.dgs.ca.gov)
- DGS' training website at [www.training.dgs.ca.gov](http://www.training.dgs.ca.gov)

**Signature**

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Original Memo signed by Fred Klass, Director, Dept. of General Services

FRED KLASS, Director  
Department of General Services

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Attachment – Annual State Agency Defensive Driver Training Report



OFFICE OF RISK AND INSURANCE MANAGEMENT  
**ANNUAL STATE AGENCY DEFENSIVE DRIVER TRAINING REPORT**

PLEASE PRINT CLEARLY IN INK OR TYPE

**INSTRUCTIONS:** Complete this form annually with reporting fiscal year information as requested and submit it to the Department of General Services at the address listed below by September 1<sup>st</sup>. Please see Management Memo 11-04 for additional information.

Agency/Department (no acronyms)		Reporting Fiscal Year (FY)	
Annual Reporting			
Number of employees in Agency/Department			
Number of employees <i>requiring</i> DDT (reporting FY)			
Number of employees <i>completing</i> DDT (reporting FY)			
Location of Training Records			
Agency/Department Contact Information			
Contact Person		Title	
Phone Number		Email Address	
Mailing Address			
Read and Sign			
<i><b>I certify the information contained herein is true and correct to the best of my knowledge.</b></i>			
Authorized Signature	Printed Name and Title of Person Signing	Date	
DGS USE ONLY			
Approved By	Date Received	Date Approved	

**NOTE: FORMS ARE DUE ANNUALLY ON SEPTEMBER 1<sup>ST</sup> FOR THE REPORTING FISCAL YEAR**

**MAIL COMPLETED FORMS TO:**  
 Department of General Services Office of Risk and Insurance Management  
 Attn: Statewide Health and Safety 707 3<sup>rd</sup> Street, First Floor  
 West Sacramento, CA 95605