



DEFENSIVE DRIVER TRAINING TEST INSTRUCTIONS

Utah Risk Management requires any employee who drives a district vehicle or uses their own vehicle for school/district business, including transporting students to/from school activities, to complete defensive driver training *every two years*. To access the training and test, you must login (use Google Chrome) to the Utah Learning Portal at (*click the link*):

https://utah-riskpool.sabacloud.com/Saba/Web_wdk/NA1PRD0101/index/prelogin.rdf

OR if the link doesn't open:

www.risk.utah.gov [Risk Training -> Risk Required Training -> click "All online training is accessed through the Utah Learning Portal" -> Public and Higher Education – click "Access the Portal here" -> Sign In or Create an Account (then see ULP instructions below.)]

Utah Learning Portal (ULP):

- Login *or* If you are a first-time user, you must create an account.
 - *Security Keyword:* **s summit** (be sure to add the space after the "s")

Getting Started:

1. Launch and watch the Defensive Driver Training video.
2. Answer the 25 Question Challenge.
3. After watching the video you will be given your score.
4. Click the "SUBMIT" button.
5. Return to ULP
 - a. Click the "ME" Tab
 - b. Under *Learning and Certifications*, click the green square-*Completed*
 - c. Print your Defensive Driver Training Certificate (*unblock pop-ups*)
 - d. **Save it, scan it and email it to the District Office at dmcmillan@ssummit.org along with a copy of your current Driver's License or bring a copy to the District Office for our files.**
6. If you did not pass you can watch the video and take the test again.
 - a. Login to ULP, click the ME tab, locate the Defensive Driving Course and click on the arrow next to Print Certificate then select *Retake*.
7. The passing score is 70%.