

## Defensive Driving Training Overview

Employees of the State of Nevada who operate state-owned vehicles are required to complete, as outlined by the [State Risk Management Division](#) and the [State Administrative Manual](#):

- An initial approved 4-hour Defensive Driving Training course.
- A 2-hour Refresher Defensive Driving Training course every four years thereafter.

## Two Initial Training Options

1. In-person "Defensive Driving Training" course at University of Nevada, Reno (4-hour)
  - If you are interested in taking this free in-person Defensive Driving Training course at the University of Nevada, Reno, send an email with your name, phone number and email address to WNC's Environmental Health and Safety Coordinator, Kathy Strain at [katherine.strain@wnc.edu](mailto:katherine.strain@wnc.edu).
  - You will be put on a list for the course and will receive an email inviting you to attend the next available course date. The courses are offered every other month.
2. Online "Defensive Driving Training" course (4-hour) from the [National Safety Council](#) (NSC)
  - The NSC course costs \$54.10 (as of September 2025) and should be paid by the employee's department or group. The 4-hour course is available in either English or Spanish.

## Refresher Training Options: Every 4 years after initial training

1. Online at no cost from [Safety National](#)
  - First-time users:
    - Click on the Safety National link above
    - Click "Create new account"
    - Select "University of Nevada, Reno" as your location
    - Enter your first and last names and your email address
    - Log in with your existing username and password
  - Returning users:
    - Log in with your existing username and password
    - Click on "Available Courses"
    - Find "Safety National Attention and Distraction" course
    - Click on "Access"
  - For technical support regarding the Safety National course, call 800-355-0576 or email [support@onqsafety.com](mailto:support@onqsafety.com)

**New WNC employees** need to complete one of the above approved 4-hour Defensive Driver courses and obtain a certificate as soon as available, if they need to travel for work.

**All current WNC employees** need to attend one of the above approved 4-hour Defensive Driver courses to continue to drive a state-owned vehicle unless they have completed the initial approved 4-hour Defensive Driving Training course or the Refresher Defensive Driving Training within the last four years.

- If it has been more than four years since the completion of your initial approved 4-hour Defensive Driving Training course, without taking the Refresher Defensive Driving Training course, you will have to retake the 4-hour course.
- If it has been more than four years since your last Refresher Defensive Driving Training course, you will have to retake the 4-hour course.

**Employees must submit a copy of their Certificate(s) of Completion to both Deborah Alves, AA III at [motorpool@wnc.edu](mailto:motorpool@wnc.edu) and Abraham Gomez, Mail Service and Motor Pool Technician at [abraham.gomez@wnc.edu](mailto:abraham.gomez@wnc.edu)** to be placed on an approved WNC driver list prior to using a state-owned vehicle.

If you opt to drive your private vehicle for work travel instead of driving an available state-owned vehicle:

- Your travel mileage reimbursement rate will be reduced by half and paid at the “personal” rate.
- You will not be covered by Nevada State vehicle insurance. In the event of an accident, your personal insurance will be used.

**In addition, all employees must complete an Employee Driver’s Acknowledgement Form if you drive a state vehicle or your private vehicle for work related business.** Please forward a completed Employee Driver’s Acknowledgement Form (attached) to Deborah Alves, AA III at [facilities@wnc.edu](mailto:facilities@wnc.edu) and Abraham Gomez, Mail Service and Motor Pool Technician at [abraham.gomez@wnc.edu](mailto:abraham.gomez@wnc.edu).

Please contact Katherine Strain, M.S., WNC Environmental Health and Safety Coordinator at (775) 445-3348 or [katherine.strain@wnc.edu](mailto:katherine.strain@wnc.edu) with any questions or comments.