

BULLETIN

NO.: 19-177
DATE: October 22, 2019
TO: All Personnel
FROM: Willy Melendez, Battalion Chief, Training & Education Division
SUBJECT: 4- hour On-Line Defensive Driving Class & 8-hour Vehicle Accident Prevention Training

4-Hour On-Line Defensive Driving Class:

The 4-hour online defensive driving class remains the standard discipline per A.R. 75.12. Employees will be notified, by Risk Management, via email with instructions on how to sign up for the class. Once the employee has received this notification from Risk Management it is the employee's responsibility to contact their Battalion Chief to coordinate class registration and payment. The employee's Battalion Chief can follow the instructions outlined in the attached power point using their P-Card to register and pay for this class. Once registered the Battalion Chief will give the employee the username and password created to access this class. The employee has 14 calendar days to complete this on-line class once this is paid for. **This training must be done on City time.** After the class is completed the employee will receive a certificate of completion. They will need to send a copy of the certificate to Risk Management/Safety, MS 51B or scan to tstenzel@sandiego.gov for their records, with their employee ID (PERNR) on the certificate. Questions may be directed to Captain Jim Laing, Driver Training Officer, jlaing@sandiego.gov or (619) 692-4981.

8-Hour Accident Prevention Training:

Risk Management was required to make changes to the delivery of the eight-hour discipline given to drivers per AR 75.12 (Vehicle and Industrial Accident Review, Reporting, and Prevention Program). As a result, the eight-hour course was divided into two sections. One part is the completion of a **6-hour course** taught by San Diego Police Department Traffic's Division and instructors of the San Diego Regional Public Safety Training Institute. This part of the **6-hour** class is now completed **on City time (regular duty or overtime).** The employee will be notified and scheduled by Risk Management for this class. Once scheduled it is the employee's responsibility to notify their direct supervisor to be placed on the appropriate work status in Telestaff (i.e., 0190 or 0193). This 6-hour class is only scheduled by Risk Management a few times a year based on minimum classroom enrollment and may not fall on the employee's regular duty day.

The second part of the 8-hour discipline is a **two-hour on the job (OJT) training** to be completed by department personnel on city time (i.e., regular duty). Attached are instructions that explain the details of this training. This training is to take place by either the affected drivers direct supervisor (i.e., Captain, Battalion Chief) or a department competent person (i.e., special circumstances requiring the Driver Training Officer). Also attached is a blank copy of the form that will be completed by the supervisor or competent person. Once the 2 hr OJT form is complete this form will be scanned and sent to Driver Training Officer for processing. Questions may be directed to Captain Jim Laing, Driver Training Officer, jlaing@sandiego.gov or (619) 692-4981.

City of San Diego's Risk Management Documentation for the Completion of the Eight Hour Discipline per AR 75.12 (Vehicle and Industrial Accident Review, Reporting, and Prevention Program).

Employee's Name		PERNR#	
Department		Division	
Date of Accident		Cause/CVC	
Supervisor		Phone #	
ARB Liaison		Phone #	
Date Discipline Assigned			
Date of 6 Hour Class			

Two hour On the Job (OJT):

Date	
Start Time	
End Time	

- In the first column, check those driving behaviors performed by the employee in their vehicle. Cover those actions that pertain to the accident for which discipline/training has been assigned. Note in *Other*, actions required for the employee to perform during the driving exercise.
- In the A.R./D.I. section, please check the Administrative Regulations and list the Department Instructions or Standard Operating Procedures (SOP) that were reviewed with the employee during this training. Include any other written documentation provided to the employee for review.

Pre-Trip Inspection		Driver's Operator Manual	
Backing		AR 75.05 Vehicle/Equipment Backing Procedures	
Stopping		AR 75.85 Driving on Areas Not Designed for Vehicular Usage	
Movement left		AR 95.05 Cell Phone and other Handheld Communication Use Devices	
Movement right		D.I.	
U-Turn		D.I.	
Other:		Vehicle Equipment Manual	
Other:		SOP:	
Other:		Other:	

Additional notes related to the employee's training:

	Print	Sign	Date
Employee			

Competent Person			
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A.A.			
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Instructions: Send the original to RM (MS#51B, attention Safety Division) within 14 days of completion and keep a copy in either the department personnel or driver file. 4/2108

City of San Diego's Risk Management Documentation and Instructions for the Completion of the Eight Hour Discipline per AR 75.12 (Vehicle and Industrial Accident Review, Reporting, and Prevention Program).

The following are the instructions for the completion of the department assigned two hours "on the job" (OJT) training. The OJT will:

1. Be completed on City time, but not to include any overtime.
2. Either be done by:
 - a. A competent person (qualified based on expertise, certifications, driving record, etc.). Selected by the department and validated by the City Equipment Trainer (CET).
 - b. Or completed by the CET and time paid for by the department.
3. Will include the following materials to the competent person or CET:
 - a. Copy of the police report and RM 1555 for the accident that resulted in the 8 Hour Class and in the two-hour OJT training.
4. Where practical, use the actual equipment used by the driver/employee in the accident which generated the eight-hour class discipline.
5. Not exceed the two-hour time limit.
6. Does not need to wait for the completion of the six-hour classroom training.
7. Include the safe performance of the activity (backing, passing, turning, going through intersections, etc.) that resulted in the accident.
8. Include a review of the City's Driver Operator Manual and any appropriate City AR's (Vehicle/Equipment Backing Procedures, Driving on Areas Not Designated for Vehicular Usage, etc.) and/or appropriate department instructions.
9. When available/assessable, review of the operations manual and/or any trainings that involve the type of equipment that resulted in the accident.
10. Documentation of Steps 7-9 via the Attached checklist to be used by the department or CET which includes starting and stopping time, the materials provided for reading and behind the wheel actions taken by the competent person or CET to prove the employee has corrected the behavior that created the accident which generated the eight-hour class.
11. Signature by the department's competent person or the CET and the Appointing Authority that attests to the completion of the two-hour OJT.
12. Have the Checklist submitted to Risk Management Safety Division within 14 calendar days after completion of the two-hour OJT for inclusion in the employee's accident and training files.



4 Hour On-line NSC Defensive Driving Class Registration

- Click on hyperlink in email to go to NSC web site.
- The class to sign up for is DDC Online 10.0 Edition.
- [https://www.nsc.org/forms/online-training?utm_medium=\(none\)&utm_source=\(direct\)&utm_campaign=buyonline](https://www.nsc.org/forms/online-training?utm_medium=(none)&utm_source=(direct)&utm_campaign=buyonline)



4 Hour On-line NSC Defensive Driving Class Registration

- Select DDC Online, 4-hour English

Course Purchase Information

Defensive Driving Courses (Pricing is per user)	Cost	Select
Do not complete one of the below programs for state purposes, traffic court, or for insurance discount without first checking with those entities to ensure they will accept the NSC program.		
DDC Online, 4-hour, English	\$39.95	<input checked="" type="checkbox"/>
DDC Online, 4-hour, Spanish	\$39.95	<input type="checkbox"/>
DDC Professional Truck Driver	\$39.95	<input type="checkbox"/>
DDC Motorcycle Safety Program	\$24.95	<input type="checkbox"/>
Alive at 25® Parent Program	\$24.95	<input type="checkbox"/>



4 Hour On-line NSC Defensive Driving Class Registration

- Create a username and Password for the employee that needs the 4 hour class.

Account Information

New Customer Returning Customer

Create New Customer Account

Minimum of 6 letters and numbers only. No spaces.

Note:
The username and password you create will be used to login to the NSC courses you purchase.



4 Hour On-line NSC Defensive Driving Class Registration

- Enter Enrollment and Billing Information

Purchase Online Safety Training

Learn from the leader in safety training. With over 100 years of safety experience and expertise, NSC is the world's leading safety and health resource to keep you safe at work, on the road, at home and in your community.

Credit Card Information

123456789101112

The credit card number is not correct

September - 09

2023

007

Joseph Jones

Billing Information

The fields below refer to the individual whose credit card is being used to pay for the course (s).

Enrollment Information Same as Billing

JOSEPH

JONES

JJONES@SANDIEGO.GOV

SAN DIEGO FIRE RESCUE

600 B ST.

SUITE 1300

United States

SAN DIEGO

92101

California

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4 Hour On-line NSC Defensive Driving Class Registration

- PROVIDE P CARD INFORMATION, AND COMPLETE PURCHASE

Purchase Online Safety Training

Learn from the leader in safety training. With over 100 years of safety experience and expertise, NSC is the world's leading safety and health resource to keep you safe at work, on the road, at home and in your community.

Credit Card Information



Please enter a valid credit card number.



Please select an expiration month.



Please select an expiration year.

Please enter your card's 3 or 4 digit security code.

Please enter the exact name on your credit card.

Review and Order

Please note that if you reside in a taxable state, tax will be charged and is non-refundable.

Selected Courses	Cost
DDC Online, 4-hour, English	\$39.95

Subtotal
\$39.95

Taxes
No tax assessed

Total
\$39.95

[« Go Back](#)[Complete Purchase »](#)



P-Card Process/Reminders

- RECEIPTS ARE **NOT** AUTOMATICALLY PROVIDED – EMAIL CUSTOMERSERVICE@NSC.ORG FOR A COPY OF YOUR RECEIPT
- SAVE A COPY OF YOUR RECEIPT FOR P-CARD RECONCILIATION
- **DO NOT** GIVE OUT YOUR P-CARD NUMBER
 - REGISTRATION IS TO BE COMPLETED BY THE EMPLOYEES BATTALION CHIEF



4 Hour On-line NSC Defensive Driving Class Registration

- Once Supervisor creates a Username and Password and pays for the training, the employee should be able to enter and exit the program as needed. The employee has **14 days** to complete the class. **This must be done on City time**
- After the class is completed the employee will receive a certificate of completion. Please send a copy of the certificate to Risk Management/Safety, MS 51B or scan to tstenzel@sandiego.gov for our records. Please write the employee ID (PERNR) on the certificate