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AMENDED FCM 028-2016

FIRE CHIEF MEMORANDUM

DATE: March 16, 2016

TO: All Members

THROUGH: Eric C. Tade, Chief of Department *TAB for ECT*

Todd A. Bower, Deputy Chief of Department *TAB* Desmond G. Fulton, Division Chief, Administration *DF*

James Hart, Assistant Chief, Administration JH

FROM: Gary R. Pierce, Captain, Administration *JH FOR GP*

SUBJECT: DEFENSIVE DRIVING AWARENESS TRAINING

The City and County of Denver is requiring all DFD members to complete the Defensive Driving Awareness Training per Executive Order #3. This course must be completed by May 16, 2016 and a copy of the completion certificates sent to Myra Simmons and Administration. Please send/email copies to myra.simmons@denvergov.org, ahmid.nunn@denvergov.org, and luis.cedillo@denvergov.org.

The CCD Defensive Driving Awareness Training course (required for all City workers who drive City vehicles, or drive personal vehicles on City business) is now operational and available on City University (CityU). Currently, in accordance with CCD Executive Order Number 3, Defensive Driving training must be completed upon initial hire, and then repeated once every three years.

The online course is approximately two hours in length, consists of two modules, and has multiple quiz elements. The course must be **completed in its entirety** to receive the course certificates (members can print out/save a copy of their certificates following completion).

The City's online Defensive Driving course consists of two modules, packaged as one complete training course, and members will generate a separate certificate upon completion of EACH module.

- The "CCD Defensive Driving Awareness Training" (which teaches the City's specific policies, procedures, and standards) is the first module/first half of the course.
- The "Defensive Driving Fundamentals" module is the second half of the module (it teaches general defensive driving theory and skills).

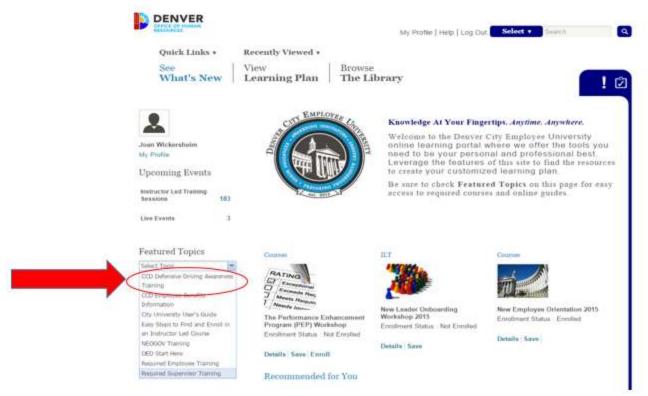


Each module within the course is approximately one hour, and both must be completed to count as the full 2-hour course:



Below you will find directions on how to get to the course online and instructions on how to complete the course. Please contact Administration if you have any questions concerning this Defensive Driving Awareness Training.

Here are brief instructions for members to access the online training course:



- 1. Access City University (CityU) from any computer by opening an internet browser window, and typing the address <u>cityu.skillport.com</u> into the browser's URL bar. Use of Google Chrome is recommended.
- 2. Enter username and password to log on. Do not add the Domain\ in front of the username.
- 3. On the CityU "See What's New" home page, activate the drop down menu arrow below "Featured Topics" and select "CCD Defensive Driving Awareness Training" by clicking on it. Once the course is selected, click the "View" button.
- 4. On the CCD Defensive Driving Awareness Training page, click on the word "Launch" next to the Safe Driver logo/icon. The training course will open in a separate window, which can be maximized to full screen for ease of viewing. Follow the instructions provided within each module of the course to navigate through the training (there are two modules).
- 5. Upon course completion (both modules, and all quizzes), members should follow the instructions provided online for printing of their course certificates.



GP:kfc/H/FCM/2016/028-2016 AMENDED Defensive Driving Awareness Training

DISPOSITION: Read at Roll Call for three (3) consecutive shifts. DISTRIBUTION: Suppression and Support Services (*electronic*)