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**SEASONAL/NEW FIELD-WORKING EMPLOYEES:**

**Safety training available prior to DOI Talent access**

These “SAFETY” courses are available to provide initial safety training prior to DOI TALENT Access!

**To get your training completion into your DOI Talent Record of Learning**: After you gain access to DOI Talent, enroll in the courses you completed. Defensive Driving courses will allow you to self-certify your own completion. For the others, your Supervisor can mark you completed.

**Defensive Driving courses based on vehicles in your fleet:**

1. GSA-leased vehicles (G- license plate): If you or your employees have access to a GSA vehicle, the training is available for free.  This is ONLY for GSA vehicles, no exceptions. Here’s the information for the GSA website:
	1. go to the GSA website at:  <https://drivethru.gsa.gov/fmdtsys/dthome>   Go to Driver Safety -> under Training column, select Online Defensive Driving Course
	2. The user will then need to enter a pass code.  This can be obtained from your fleet person or regional GSA representative.  It is the BOAC code used by GSA for your office.
	3. From there you can create your account.  Remember your user name (should always be your email address) and password.  Once you get started, it will bookmark your progress.  If you don't finish in one sitting, you'll be able to go back through the link to continue.
	4. A completion certificate can be obtained on the GSA website when the course is completed. Download it to your personal files, this will be your only proof of completion.
2. Interior-owned vehicles (I- license plate): If no GSA vehicle is available:
	1. Go to:  <http://www.safetyserve.com/doi/>
	2. On the bottom left click on the New Student (blue) button, then New Student Registration.
	3. On the next screen, enter blm790716 as the access code.
	4. From there you can create your account.  Remember your user name (should always be your email address) and password.  Once you get started, it will bookmark your progress.  If you don't finish in one sitting, you'll be able to go back through the link and use the Returning Student button to continue.
	5. From the My Courses page, click on SAFETY and then NSC DEFENSIVE DRIVING.
	6. A completion certificate can be obtained on the NSC website when the course is completed. Download it to your personal files, this will be your only proof of completion.

The completion certificate from the website is your only proof of completion. DOI Talent does not provide completion certificates for these Defensive Driving courses. The certificate can be uploaded to your own DOI Talent account later. Go to your Record of Learning, then Other Evidence.

The following courses are also available OFF Network from personal computer.  They DO NOT BOOKMARK (save your place).  **Must complete in one sitting.**

**Recommended browser: Internet Explorer.** Use F11 key on keyboard to view FULL SCREEN (this may be necessary to find the screen advancement buttons).  Completing courses outside of DOI Talent DO NOT show any completion in DOI Talent. Please see first paragraph of this document for more information.

1. **BLM 4x4 Safe Driving Program** at:  <https://doiu.doi.gov/trainingcds/BLM_4x4/index.html>
2. **Introduction to Basic Utility Vehicle (UTV)** <https://doiu.doi.gov/trainingcds/Introduction_to_Basic_Utility_Terrain_Vehicle__UTV__Operation/>