

**Ohio Environmental Protection Agency**

**Office of Safety**

**Safety Standard Operating Procedure Number: SP 14-1**

**Date: January 27, 2014**

**STATUS: FINAL**

**Title: Safe Driver Training**

**Purpose:** The purpose of this Standard Safety Operating Procedure (SSOP) is to outline the requirements for attending the Ohio EPA Safe Driver training.

**Requirements:**

- 1. All Ohio EPA employees who will be driving any type of state vehicle during the performance of their assigned duties are required to attend the Ohio EPA Safe Driver Training as soon as possible after their hire or transfer date.**
- 2. Current employees who have previously attended Defensive Driving Training or similar type training in the past are not required to attend this training.**
- 3. Safe Driver Training is offered in the Central Office on a quarterly basis. The training is conducted by the Agency Safety Program Manager. The dates are posted on the Agency Safety Calendar and in the monthly Safety News.**
- 4. New employees in the Central Office, Central District Office, Groveport Field Office, and the Division of Environmental Services should attend the training in the Central Office.**
- 5. District staff will receive this training from their respective District Motor Pool Coordinator.**
- 6. Employees are permitted to drive state vehicles prior to attending the training as long as they are signed-up to attend the next available session.**
- 7. The need to drive state vehicles should be indicated on each employee's Safety Management System Assessment Worksheet**
- 8. The Safety Management System (SMS) will be used to track attendance for this training.**
- 9. District Motor Pool Coordinators should send a list of staff trained to the Agency Safety Manager after each training session so the SMS can be updated.**