**Student Online Driver Safety Training Course Instructions**

Please note:

- You will need access to Blackboard to take the online Driver Safety Training Course. If you have forgotten your Blackboard password, please visit Blackboard and choose ‘Forgot your Password?’ Insurance and Risk Management is not able to grant access to Blackboard or provide your password.

- Adobe Flash Player is required (Many mobile devices, like iPhones and iPads, do not support Flash).

- Sound is required.

- Please allow pop-ups in your browser.

- The Training will take approximately 1 hour to complete.

- **Motor Vehicle Record Consent Forms** that are submitted without completing the online Driver Safety Course will not be processed.

- If you have any questions related to accessing Blackboard, please contact Insurance and Risk Management (610-519-8862 or Insurance@Villanova.edu).
Instructions:
1. Access Blackboard (https://elearning.villanova.edu/).
2. Click on the Villanova logo to enter.

3. Log in using the Villanova Single Sign On. If you are not able to log in, please contact UNIT Help and Support (610-519-7777, support@villanova.edu).
4. Under ‘Organization Catalog’ on the bottom right, please choose the ‘Available for Self Enrollment’ folder.

5. Select ‘Driver Safety Training’. (You can search using the Organization Name ‘Driver Safety Training’ or select from the list).
6. Place your cursor over the Organization ID (riskmgmt_DriverSafety) and then over the . Click Enroll.

7. Once you are enrolled, the Diver Safety Training course will show under My Organizations.
8. Click on the Driver Safety Course.

**Driver Safety Training**

Villanova University may grant the right to drive University-owned, leased, or rented vehicles to a student only if the student meets the criteria in the **Motor Vehicle Record Policy for Drivers of University Vehicles** and follows the required steps to become a University Approved Driver. In order to apply to become a University approved driver, all students, including all graduate students and intern, must complete the online Driver Safety Training Course. Once you have completed the online Driver Safety Training Course, the completed **Motor Vehicle Record Consent Form**, including a readable copy of your current driver’s license, must be submitted to the Insurance and Risk Management Department.

Insurance and Risk Management will conduct a motor vehicle record check to determine if your motor vehicle record meets the criteria for becoming a University approved driver (please see the **Motor Vehicle Record Policy for Drivers of University Vehicles** for additional information).

If your MVR is found to be acceptable, the Insurance and Risk Management Department will send an email to you and copy the department(s) for which you applied for drive with confirmation that you are a University approved driver.

Please contact the Insurance and Risk Management (610-519-4862) if you have any questions.

**Motor Vehicle Record Policy for Drivers of University Vehicles**

Rev. January 2014

**Driver Safety Training Course**

**Motor Vehicle Record Consent Form**

Rev. January 2014

**Related Links**

- **Vehicle Emergency Information and Accident Reporting Procedure**
- **Automobile Damage Policy**
- **Villanova University’s Auto Insurance Card**
- **Insurance Frequently Asked Questions**
- **Van Fleet Policy**
- **Sign-up for Van Fleet Usage (Agile Fleet)**

*Please direct any questions related to the Van Fleet to the Parking Office (610-519-6968).
9. You must complete the Safety Tips for Driving Passenger Vans on slide 6 of Module 2- Vehicle Preparation and Inspection and all modules of the course.

10. When you finish all of the modules in DS-101-Driver Safety Training, you will receive the below screen. You will need to score at least 80% in order to pass the course.
   a. Click 'Next >' for additional resources.
   b. On the last screen, click 'here'.
   c. Close out of the pop-up screen.
11. Please review the documents provided on the Driver Safety Training Blackboard page.

12. Complete the Motor Vehicle Record Consent Form, including a readable copy of your license.

13. Submit a copy of your Motor Vehicle Record Consent Form via:
   Email: Insurance@Villanova.edu
   Fax: 610.519.6809
   Inter-office mail or delivering to: Insurance Department, St. Mary Hall, Suite 109
   Mail: Villanova University
        Insurance and Risk Management
        800 Lancaster Avenue
        Villanova, PA 19085