**Student Online Driver Safety Training Instructions through Blackboard**

Please note:

- You will need access to [Blackboard](blackboard) to take the online driver safety training. If you have forgotten your Blackboard password, please visit [Blackboard](blackboard) and choose 'Forgot your Password'? Insurance and Risk Management is not able to grant access to Blackboard or provide your password.

- Sound is required.

- Please allow pop-ups in your browser.

- The Training will take approximately 70 minutes to complete. You are able to stop during training and resume and complete at a later time.

- [Motor Vehicle Record Consent Forms](motor_vehicle_record_consent_forms) that are submitted without completing the three modules of the online Driver Safety Training and scoring at least an 80% on the quiz will not be processed.

- If you have any questions, please contact Insurance and Risk Management (610-519-8862 or [Insurance@Villanova.edu](mailto: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_DriveSafe) and then over the 🔄. Click Enroll.

7. Once you are enrolled, the Driver Safety Training will show under My Organizations.
8. There are 3 modules you will need to complete, Driver Safety Fundamentals, Defensive Driving Strategies: Get There Safely, and Passenger Van Safety: Higher Ed.

9. After completing each module, close out of the pop-up screen to return to Blackboard.

10. When you finish the Driver Safety Fundamentals, there will be a quiz. You will need to score at least 80% in order to pass the module. You will be able to retake the quiz if you do not score 80%. Your score will automatically be recorded in Blackboard.
11. Please review the documents provided on the Driver Safety Training Blackboard page.

Driver Safety

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 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 interns, 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 record check to determine if your motor vehicle record meets the criteria for becoming a University-approved driver (please see the 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 to drive with confirmation that you are a University-approved driver.

Please contact the Insurance and Risk Management (610-519-6862) if you have any questions.

Driver Safety Fundamentals

Defensive Driving Strategies: Get There Safely

Passenger Van Safety: Higher Ed

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 (Asle Fleet)*

*Please direct any questions related to the Van Fleet to the Parking Office (610-519-6998).

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