AUBURN UNIVERSITY
Risk Management and Safety

DRIVER SAFETY FUNDAMENTALS

PLEASE PRINT THESE INSTRUCTIONS FOR FUTURE USE

When driving on University business, drivers should be prepared for unexpected events like accidents and other emergencies. Learn how to be safer on the road through proper preparation, minor adjustments to driving habits, and elimination of distractions.

Auburn University has partnered with United Educators to provide online training to all faculty, staff, and volunteers. Their online course "Driver Safety Fundamentals" has been designed specifically for higher education. Driver Safety Fundamentals is a prerequisite to Van Safety Training.

If you do not have access to a computer, the Office of Information Technology has computer labs on campus that can be accessed by students and employees.

If you are unsure of your AU computing login or password, contact the OIT Helpdesk at 334-844-4944.

Contact Risk Management and Safety at 844-4870 or audrive@auburn.edu with any questions about the course.

HOW TO ENROLL IN AN UNITED EDUCATORS COURSE:

1. Send an email to audrive@auburn.edu with the subject line "Training"
2. You will recieve an automatic response with a training link.
   If you have not received your email after 30 minutes, please contact Risk Management and Safety.
3. Click on the link to access Driver Safety Training
4. Complete the registration form.

   AU EMPLOYEES/STUDENTS MUST INCLUDE THEIR BANNER ID NUMBER IN THE BOX LABELED "OPTIONAL FIELD 1".

   IF YOU DO NOT INCLUDE YOUR BANNER ID NUMBER, YOU WILL NOT RECEIVE CREDIT FOR TAKING THE COURSE.
5. United Educators will send you an email with a temporary password
6. Follow the link in the email to sign on
7. You will be prompted to:
   a. Enter your temporary password
   b. Create a new password
   c. Create and answer a security question

   > **Login ID:**
   >
   > **Password**:

8. Log in and click on the Driver Safety module and complete the training.

Please print a copy of your certificate for your records. Risk Management & Safety will receive notification when you have completed the course. A history of your completed courses is available in "My Completions." You will also receive an email containing a link to your completion certificate, upon successful completion of the course.

If you revisit learn.ue.org, log in using the username and password you created in step 3.

If you have any issues with sign-in or accessing the courses, or if you did not receive your welcome email, visit the Support Portal at portalhelp.ue.org. Or click any Support Portal link on the site. All other questions can be directed to audrive@auburn.edu

System Requirements: Updated internet browser (Chrome or Firefox are recommended) with pop-up blocker turned off, speakers or headphones for audio segments, current Adobe Flash Player and current Adobe Reader.