



PLEASE PRINT THESE INSTRUCTIONS FOR FUTURE USE

Driver Safety Training

- ❖ When driving on institution 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. This course takes approximately 75 minutes to complete.

DRIVER SAFETY TRAINING IS A PREREQUISITE TO VAN SAFETY TRAINING.

United Educators was formed in 1987 by educational institutions as a specialized alternative to traditional risk management and insurance companies. The membership consists entirely of schools, colleges and universities. UE focuses exclusively on educational risks and has created hundreds of resources which are available to all members. Among these resources are various on-line courses designed for higher education. Their course entitled “**Driver Safety Training**” is one such resource which is now available to all faculty, staff and volunteers.

If you do not have access to a computer on a daily basis 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 you should 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.

Follow these instructions to enroll in UE’s courses:

1. Send an email to audrive@auburn.edu with the subject line “Training.” You will receive an automatic response with the website link to access the training.
2. Click on the link to access the Driver Safety Training.
3. Complete the Registration form:
 - a. Enter your first name, last name, email address and Banner id number in the Optional Field 1 box.
 - i. **You must include your Banner id number if you are a current AU student or employee.**
If you do not include your Banner ID number you will not receive credit for taking the course.
 - b. You will receive an email with your username and a temporary password.
 - c. Follow the link in the email to sign on.
 - d. You will be prompted to:
 - i. Enter your temporary password
 - ii. Create a new password
 - iii. Create and answer a security question
 - e. Once you are logged in, click on the Driver Safety module and complete the training.
4. 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.
5. If you revisit learn.ue.org, log in using the username and password you created in step 3.
6. 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
7. 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.

Login ID:

Password: