

## Small Cart Training Checklist

### DRIVER RESPONSIBILITIES

<input type="checkbox"/>	<p>Driver must complete online drivers training within the last 4 years.</p> <p>If defensive drivers training is outdated or has not been completed, drivers will need to complete online training <b>prior</b> to scheduling small cart training.</p> <p><b>State employees</b> can complete the online training through Skillport:</p> <ul style="list-style-type: none"> <li>• <a href="https://ds.calstate.edu/?svc=skillsoft&amp;org=CSUDH">https://ds.calstate.edu/?svc=skillsoft&amp;org=CSUDH</a></li> <li>• Select course: Defensive Driving Fundamentals (esh_sah_b21_sh_enu)</li> </ul> <p><b>Non-State employee</b> can complete online training through DGS:</p> <ul style="list-style-type: none"> <li>• <a href="http://www.dgs.ca.gov/orim/Programs/DDTOnlineTraining.aspx">http://www.dgs.ca.gov/orim/Programs/DDTOnlineTraining.aspx</a></li> <li>• Select course: Defensive Driver Training (DDT) – Online</li> <li>• Provide a copy of the signed completion certificate to Risk Management/EHOS and retain a copy in your department.</li> </ul>
<input type="checkbox"/>	<p>Driver has reviewed the <b>“Small Cart Program”</b> available on the RM/EHOS website:</p> <ul style="list-style-type: none"> <li>• <a href="http://www.csudh.edu/Assets/CSUDH-Sites/RM-EHOS/docs/vehicle-information/risk_management_small_cart_program.pdf">http://www.csudh.edu/Assets/CSUDH-Sites/RM-EHOS/docs/vehicle-information/risk_management_small_cart_program.pdf</a></li> </ul>
<input type="checkbox"/>	<p>Driver has a current and valid driver’s license. The <i>Employer Pull Notice Form</i> must be completed and submitted to Human Resources to verify the status of the driver’s license through the Department of Motor Vehicles.</p> <ul style="list-style-type: none"> <li>• Employer Pull Notice Form:</li> <li>• <a href="https://www.csudh.edu/Assets/csudh-sites/hr/docs/guidelines-procedures-forms/hr-eqn-form.pdf">https://www.csudh.edu/Assets/csudh-sites/hr/docs/guidelines-procedures-forms/hr-eqn-form.pdf</a></li> </ul>
<input type="checkbox"/>	<p>Contact RM/EHOS to schedule training. The training will be a combination of a review of the Small Cart Program and hands on drivers training conducted on campus.</p> <ul style="list-style-type: none"> <li>• Email: Orson Faynor (ofaynor@csudh.edu) requesting training</li> <li>• Provide a list of driver(s) who need small cart training</li> <li>• Provide available dates/times for training.</li> </ul>