



Roads Program – Safe Drivers Program Pilot Study

P.O. Box 137

Concho, Oklahoma 73022

Ph: (405)-262-0345, Ext. #27468

Fax: (405)-262-4865

Providing for the safe mobility of Tribal Members!

DEFENSIVE DRIVING COURSE An Employee Training Program



POLICY

The Defensive Driving Course, as a pilot study under the Roads Program, provides the necessary instruction materials as mandated by the Oklahoma Department of Public Safety to improve the safe mobility of Tribal employees. The course is voluntary and due to the cost associated with the Pilot Study, certain policies are hereby adopted as pre-qualifications to perform an accurate study of services. In order to ensure a uniform application of services and to ensure program funds are expended in the most economical manner for its intended purpose, the following policy shall regulate the Tribes' Safe Driver's Program.

- Request for services are initiated through a completed Application/Registration Form;
- Applicant shall permit the Personnel Department staff access to employment records to provide proof of Tribal Employment (employed 180 days or longer)
 - Complete attached Consent to Release Information Form;
- Applicant shall permit the Personnel Department staff access to driving records, or Motor Vehicle Report (MVR)
 - Consent to Release Record(s) Form (DPS303RM-03)
- Applicant shall hold the Tribes free and harmless of any liability from any nature occasioned for attending said course.
- Applicant shall, upon signing up for the set date and location of training course, make every effort to attend said course for the designated time(s).
- Applicant understands that said course materials covered and instructional materials are mandated according to minimal standards as set by the State Department of Public Safety.
- Applicant understands that Defensive Driving Course last for a minimal of five (5) hours, which is mandated by the State Department of Public Safety and that said attendance is required throughout the whole five (5) hours to be considered for a Training Certificate.
- Applicant understands that copies of Training Certificates, upon completion of course, shall be provided to the Safe Driver's Program and the Personnel Department.
- Applicant shall, upon receipt of services, agree to complete a post-survey to accurately assess and study program services.
- Applicant shall, only as related to Safe Drivers Program goal and objectives, provide the Roads Program additional information as requested.
- Applicant understands that this is only a Pilot Study and that any benefits received for attending Defensive Driving Course shall be good for up to 24 months.
- Applicant understands that he/she will not be allowed to repeat the course unless circumstances occur that interrupts said attendance and must provide proof of said special circumstance prior to granting of permission to attend another training course.
- Applicant, for insurance purposes or other study purposes, may be required to provide additional copies of any certificates for training.
- Applicant, for study purposes, shall allow the use of results and data to be used for reporting, research and comparison only specific to the Pilot Study. It is understood that personal information shall only be released with a signed consent form.



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APPLICATION/REGISTRATION FORM

PERSONAL INFORMATION

Date of Application _____

Name: _____ DL#: _____
(As shown on Driver's License)

Address: _____

Title: _____ DOB: _____

Department: _____

Program: _____ Ext. #: _____

Enrolled Cheyenne & Arapaho Tribal Member? Y N If so, Roll # _____

Enrolled with other Tribe? Y N If so, Tribe: _____ Roll # _____

Registration Information:

Location of Course Interested in Attending:

- Concho Site Clinton Site Watonga Site

Date Selected: _____

Applicant must provide a copy of current Driver's License!

I, the undersigned APPLICANT, hereby certify that the above information is true and correct to the best of my knowledge. It is further understood that I have read the Safe Driver's Program Policy and agree to comply with and abide by the terms and conditions of said policy.

Applicant's Signature

Date

VERIFICATION(S)

To be completed by Roads and/or Personnel Staff Only.

Copy of Driver's License Attached? Yes No Initial _____

Consent Form(s) Attached? Yes No _____

Employed for 180 consecutive days or longer? Yes No _____