

## SYSTEM REQUIREMENTS

If you're using a State supported computer you may need to submit a work order for workstation changes to assist in the proper operation of the software and unrestricted access to the websites. If you are doing this on your personal computer you can make the changes yourself.

With Internet Explorer open, click on Tools and Internet Options.

Click on the Privacy Tab. Then click "Sites." Click `trusted sites` > `Sites` > `Allow` <https://www.fleetmentor.com> and <https://www.jjkellertraining.com> and <https://www.jjktrainingportal.com/>

Then choose the Security Tab > Trusted Sites > Add <https://www.jjkellertraining.com> and <https://www.jjktrainingportal.com/>.



### VIEW THE LATEST AVAILABLE CLASSROOM SESSIONS ON SUNSPOT

If the online program is not an option for you, the Fleet Management website found on the State's intranet "Sunspot" maintains a calendar with scheduled dates, locations and contact information for Safe Driving Courses happening all over the State. You will need to pre-register to attend.

You can find the calendar on the Insurance and Driver Training page of the Fleet Management website at [http://sunspot.nh.gov/fleet\\_management/InsuranceDriverTraining.aspx](http://sunspot.nh.gov/fleet_management/InsuranceDriverTraining.aspx).



J. J. KELLER'S

## Training on Demand

**IMPORTANT** Operators, or their supervisor, will receive an email from [jjkellerresponse@t.jjkeller.com](mailto:jjkellerresponse@t.jjkeller.com) indicating employees have been enrolled in the training. It is important that enrollees watch for these emails and should not delete them as they will contain a user name, a password and a link to the training portal: [www.jjktrainingportal.com](http://www.jjktrainingportal.com). If it is deleted, please contact your coordinator or RMU to obtain your username and password.

The State of NH has maintained our membership with the National Safety Council and continues to use their materials to supplement our Employee Safety **Proud Member** and Driving Programs. We also have access to several safety related materials to assist in promoting and educating employees in all aspects of loss control.



If you have questions please do not hesitate to contact Lisa McPhail of Acadia Insurance at [lisa.mcphail@acadia-ins.com](mailto:lisa.mcphail@acadia-ins.com) or (603) 656-1415. You may also contact RMU at [ContactRMU@nh.gov](mailto:ContactRMU@nh.gov) or call (603) 271-3180 for assistance.

We can also tell you if there is a program coordinator in your department. If your department is required to have a program coordinator we can also assist them to ensure designated individuals receive the necessary training.



## STATE OF NEW HAMPSHIRE

# Employee Safe Driving Program Online



**BE SMART.  
GET THERE SAFELY.**

State of New Hampshire

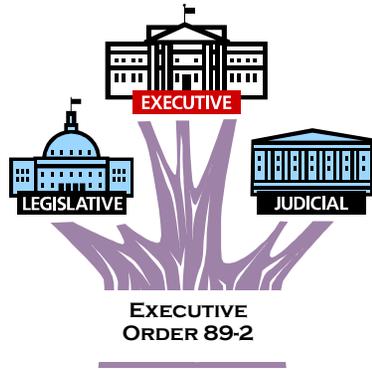
Department of Administrative Services  
Risk Management Unit  
25 Capital Street, Rm 412  
Concord, NH 03301

Phone: 603-271-3180  
Fax: 603-271-7049

E-mail: [ContactRMU@nh.gov](mailto:ContactRMU@nh.gov)

Rev. 6/16/2014

# THE SAFE DRIVING PROGRAM ONLINE



State of New Hampshire Executive Order 89-2 applies to all state employees operating state-owned vehicles.

\*requires each department head to review the status of the highway safety program within their agency

\*requires department heads to cooperate with their departmental safety supervisor to ensure compliance with the program under direction of risk management

\*requires department heads to establish a system for checking prior motor vehicle records of prospective state employees who will be operating state-owned vehicles and to take appropriate action to prevent use of state-owned vehicles by those with poor driving records

\*requires each department head to establish procedures to receive a timely report of every accident and notifies the insurer and risk management

\*requires each department head to establish a departmental accident review committee to review every accident involving departmental employees and take appropriate action

\*requires each department head to make sure each departmental employee who operates a state-owned vehicle completes a defensive driving course and a refresher every three years.

A Department of Environmental Services employee, Steve Couture (who is currently serving in the military in Afghanistan) submitted a great suggestion through the DES on-line suggestion box to provide an on-line Defensive Driving Program in place of the instructor led power point in-person presentation now available.



As a result, on November 1 2013, the State and Acadia Insurance implemented a new self-paced Safe Driving Program (SDP) that can be accessed from any computer with internet access 24 hours a day, even at home!

The intent of the online program is to satisfy the requirements of Executive Order 89-2 by preventing and reducing losses associated with the operation of the State of NH Fleet. The online program will also save the state time and money by minimizing costs associated with travel.

The online SDP is a customized awareness and hazard perception program developed by JJ Keller in partnership with Acadia Insurance and the Risk Management Unit.

In addition to standard road rules and regulations content, the SDP offers a fresh look into contemporary driving issues that impact our behavior and safety on the roadway.

The program consists of four modules which are either related to light duty or heavy duty vehicles depending on the employee's driving responsibilities.



**CRASHES ARE  
PREVENTABLE**

The online SDP modules are as follows:

- Backing
- Defensive Driving
- Distracted Driving
- Being a Green Driver

A vehicle operator may request enrollment in the State's Online Safe Driving Program by:

1. Contacting their agency Safe Driving Program Coordinator: \_\_\_\_\_
2. Contacting the Risk Management Unit:  
Send an email to [ContactRMU@nh.gov](mailto:ContactRMU@nh.gov)  
or call 603-271-3180

Information required for enrollment:

- Employee's name (First, MI, Last)
- Dept and District/Agency/Bureau
- Date of employment
- Supervisor's name
- Operator's or Supervisor's email address
- Operator's or Supervisor's phone number
- Course requested: Light Duty or Heavy Duty Vehicle

**IMPORTANT-** Once enrolled, an email will be sent to the email address provided from [JKKellerResponse@t.jjkeller.com](mailto:JKKellerResponse@t.jjkeller.com). The subject line will indicate: "J. J. Keller Online Training Course Enrollment" and the employee's name.

The email will direct the user to the training portal ([www.jjktrainingportal.com](http://www.jjktrainingportal.com)) and provide a username and password.

The user can click on the link in the email or it can be printed and provided to the user to access the website from any computer with internet access.

An employee enrolled in the program will be required to complete all four modules and obtain a passing score of 80% prior to printing their certificate of completion. Supervisors or the employee should provide a copy of the certificate to the agency Human Resources Department.