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**STATE OF HAWAII**  
**DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT**  
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May 3, 2018

**TO:** Executive Branch, Departmental Personnel Officers  
Department of Education, Assistant Superintendent for Human Resources  
University of Hawaii, Office of Human Resources Director

**FROM:** Ryker Wada, Director  
Department of Human Resources Development

**SUBJECT:** Driver Training Program

In cooperation with the DAGS Risk Management Office and AON Risk Services, Inc., we are pleased to once again announce the availability of a four-hour Driver Training Program (DTP) for State vehicle drivers. This program was developed to address the driving skills of a specific target group: drivers of State vehicles involved in collisions.

Priority to attend the program will be given to drivers from your respective programs who were involved in collisions (see attached list). Other interested State employees are welcome to attend, if space is available. We will include presentations for the neighbor islands next year.

The purpose of the training program is to review and discuss various defensive driving skills necessary to prevent collisions with other vehicles or property damage and to prevent any personal injury to the driver, other driver, vehicle occupants or pedestrians. The program also includes a segment on things that distract the driver from providing full attention to the driving task.

<b>Date</b>	<b>Island</b>	<b>Session</b>	<b>Time</b>	<b>Location</b>
5/31/18	Oahu	DTP 0035	8:00 a.m. – 12:00pm	Aloha Stadium, Hospitality Rm. 99-500 Salt Lake Blvd, Aiea, HI.
6/05/18	Oahu	DTP 0036	8:00 a.m. – 12:00pm	Aloha Stadium, Hospitality Rm. 99-500 Salt Lake Blvd, Aiea, HI.
6/07/18	Oahu	DTP 0037	8:00 a.m. – 12:00pm	State Office Tower, Room 204 235 S. Beretania Street Honolulu, HI
6/26/18	Oahu	DTP 0038	8:00 a.m. – 12:00pm	Aloha Stadium, Hospitality Rm. 99-500 Salt Lake Blvd, Aiea, HI.

For the Executive Branch, registration to this program is online through the Human Resources Management System (HRMS) for Training; Course code: DTP. Other agencies should complete DHRD Form 410 (attached) and fax to the Safety Office at 587-1322. Class size per session is limited to 40 participants. We will confirm employee participation two weeks prior to each scheduled session. Parking at the Aloha Stadium is free and a map with the location of the hospitality room is attached.

Should you have any questions, please call me at 587-1100 or have your staff contact Roylene Mahuka of the Safety Office at 587-1060.

#### Attachments

c: Department Heads  
Tracy Kitaoka, DAGS  
Anibal Esquef, AON Risk Services