Department of Human Resources Development

Safety Training Schedule 7/1/22 – 12/31/22 by Training Program

Drug and Alcohol Testing Program for Supervisors (CDAT)  
(CDL, HGEA, BU10)

<table>
<thead>
<tr>
<th>Date</th>
<th>Island</th>
<th>Session #</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/28/22</td>
<td>All</td>
<td>173</td>
<td>1:00 – 4:00pm</td>
<td>Microsoft TEAMS Meeting</td>
</tr>
<tr>
<td>08/09/22</td>
<td>All</td>
<td>174</td>
<td>8:30 – 11:30am</td>
<td>Microsoft TEAMS Meeting</td>
</tr>
<tr>
<td>10/20/22</td>
<td>All</td>
<td>175</td>
<td>1:00 – 4:00pm</td>
<td>Microsoft TEAMS Meeting</td>
</tr>
<tr>
<td>11/17/22</td>
<td>All</td>
<td>176</td>
<td>8:30 – 11:30am</td>
<td>Microsoft TEAMS Meeting</td>
</tr>
</tbody>
</table>

BU1 Non CDL Drug and Alcohol Testing Program (DATU1)

<table>
<thead>
<tr>
<th>Date</th>
<th>Island</th>
<th>Session #</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/20/22</td>
<td>ALL</td>
<td>164</td>
<td>8:30 – 10:30am</td>
<td>Microsoft TEAMS Meeting</td>
</tr>
<tr>
<td>12/06/22</td>
<td>ALL</td>
<td>165</td>
<td>9:00 – 11:00am</td>
<td>Microsoft TEAMS Meeting</td>
</tr>
</tbody>
</table>

BU-1 Non CDL Drug and Alcohol Testing Program for Supervisors (DATU1S)

<table>
<thead>
<tr>
<th>Date</th>
<th>Island</th>
<th>Session #</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/29/22</td>
<td>ALL</td>
<td>122</td>
<td>8:30 – 12:30pm</td>
<td>Microsoft TEAMS Meeting</td>
</tr>
<tr>
<td>12/08/22</td>
<td>ALL</td>
<td>123</td>
<td>8:30 – 12:30pm</td>
<td>Microsoft TEAMS Meeting</td>
</tr>
</tbody>
</table>

Driver's Training Program (DTP) – ON DEMAND Only
This self-paced course is presented in four (4) parts.
It takes about 1 hour 15 minutes to complete all 4 parts but each part can be viewed at the employee's convenience.
See instructions and screenshots on next few pages to find the Drivers' Training - Defensive Driver Training Program in Adobe Captivate Prime or Adobe Connect.
Defensive Driving Driver's Safety Training Program LMS Instructions

*Adobe Captivate Prime users (use work email & password):  
https://captivateprime.adobe.com/primetimehawaii

Step 1: After you login and click on Catalog from the bar on the left.

Step 2: Check off "Open Catalog" under Catalogs
*Adobe Captivate Prime users (use work email & password): https://captivateprime.adobe.com/primetimehawaii

Step 3: Scroll down to Tags and check off “Safety”.

Step 4: Look for Drivers Safety - Defensive Driving course
Defensive Driving Driver’s Safety Training Program LMS Instructions


Step 1: Click on “Safety – General Safety” under Popular Tags

Step 2: Scroll down to the bottom and click on “Next” until you reach the last page
Step 3: See screenshot of the Defensive Driving courses below.

Driver's Safety: Module 1 - Plan Ahead
Monday 4 April 2022, 09:45 AM - Sunday 4 April 2022, 10:45 AM
This is module 1 of a 5 part series on Driver's Safety
Tags: Safety-General Safety

Driver's Safety: Module 2: Analyze Surroundings
Monday 4 April 2022, 09:45 AM - Sunday 4 April 2022, 10:45 AM
This is module 2 of a 5 part series on Driver's Safety
Tags: Safety-General Safety

Driver's Safety: Module 3: Communicate with Others
Monday 4 April 2022, 09:45 AM - Sunday 4 April 2022, 10:45 AM
This is module 3 of a 5 part series on Driver's Safety
Tags: Safety-General Safety

Driver's Safety: Module 4 part 1: Speed and Space Management
Monday 4 April 2022, 09:45 AM - Sunday 4 April 2022, 10:45 AM
This is module 4, part 1 of a 5 part series on Driver's Safety
Tags: Safety-General Safety

Driver's Safety: Module 4, part 2: Stops Backing Parking
Monday 4 April 2022, 09:45 AM - Sunday 4 April 2022, 10:45 AM
On demand module 4, part 2 of a 5 part series on Driver's Safety. This is the last module.

Step 4: Click on **Register** and follow the instructions highlighted in yellow

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**User Registration Shortcut!**

Look LEFT - Click on Blue "CLICK HERE" Link

LOGIN = last 6 digits of your Employee ID No.
(never use your E-mail address for Login)

PASSWORD = Your Adobe Connect Password

Hit "Continue" tab

PROBLEMS? - call DHRD Training Office, ph. 587-1050