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)

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

BU1 Non CDL Drug and Alcohol Testing Program (DATU1)

Date	Island	Session #	Time	Location
09/20/22	ALL	164	8:30 – 10:30am	Microsoft TEAMS Meeting
12/06/22	ALL	165	9:00 – 11:00am	Microsoft TEAMS Meeting

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

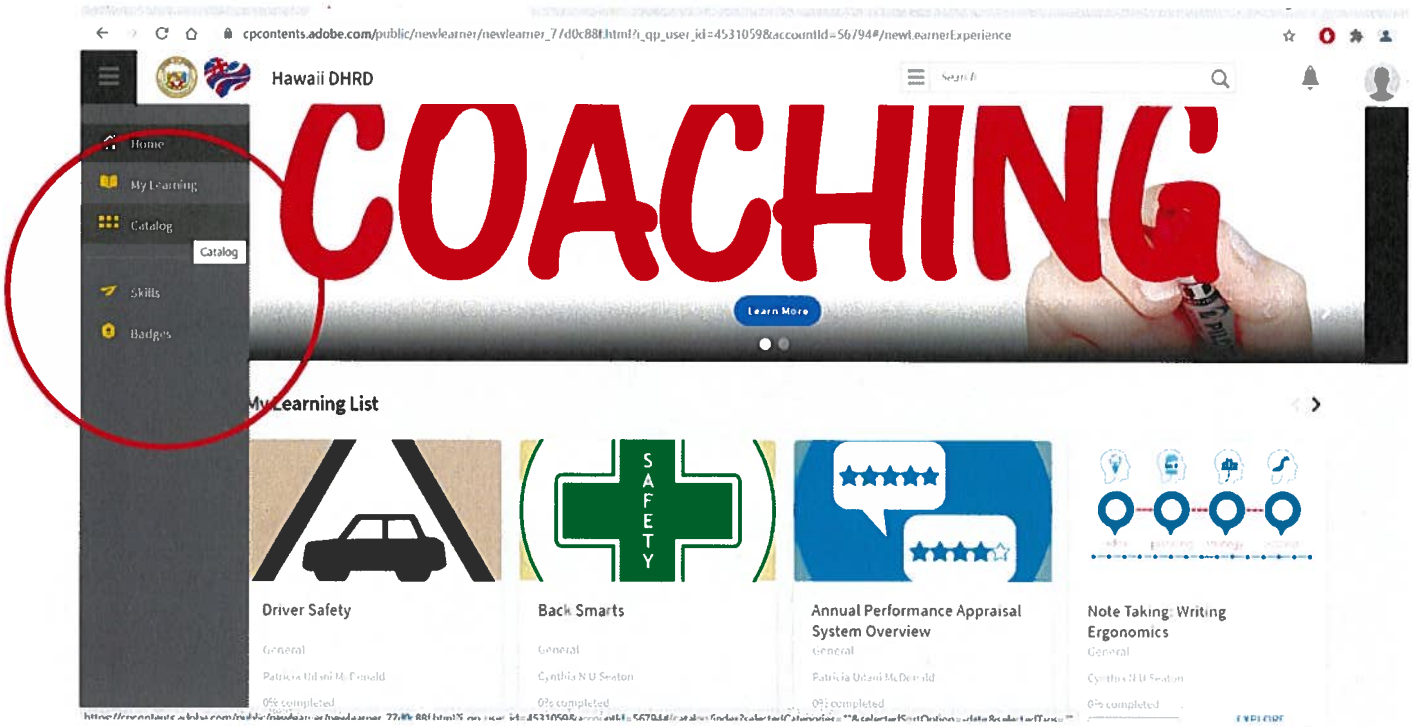
Date	Island	Session #	Time	Location
09/29/22	ALL	122	8:30 – 12:30pm	Microsoft TEAMS Meeting
12/08/22	ALL	123	8:30 – 12:30pm	Microsoft TEAMS Meeting

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.

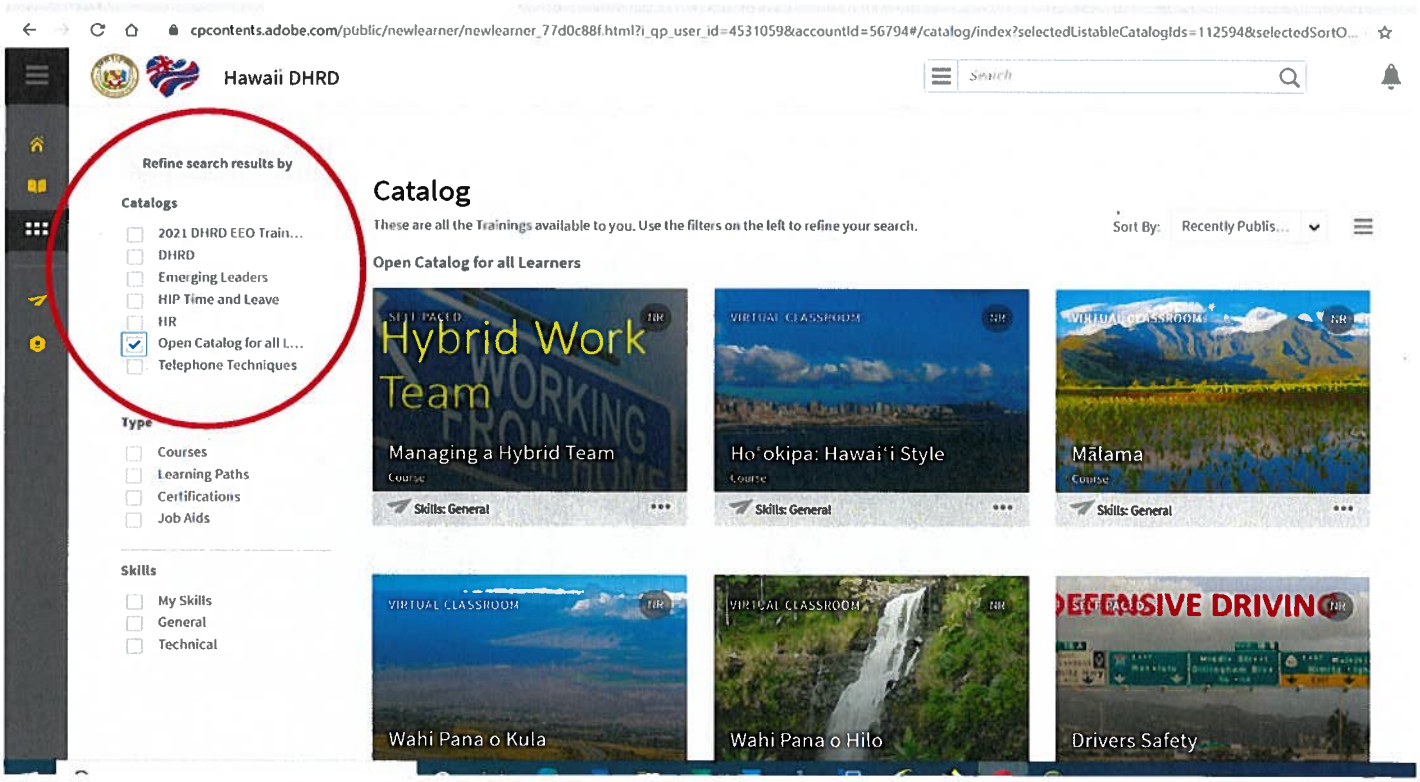
Defensive Driving Driver's Safety Training Program LMS Instructions

***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.

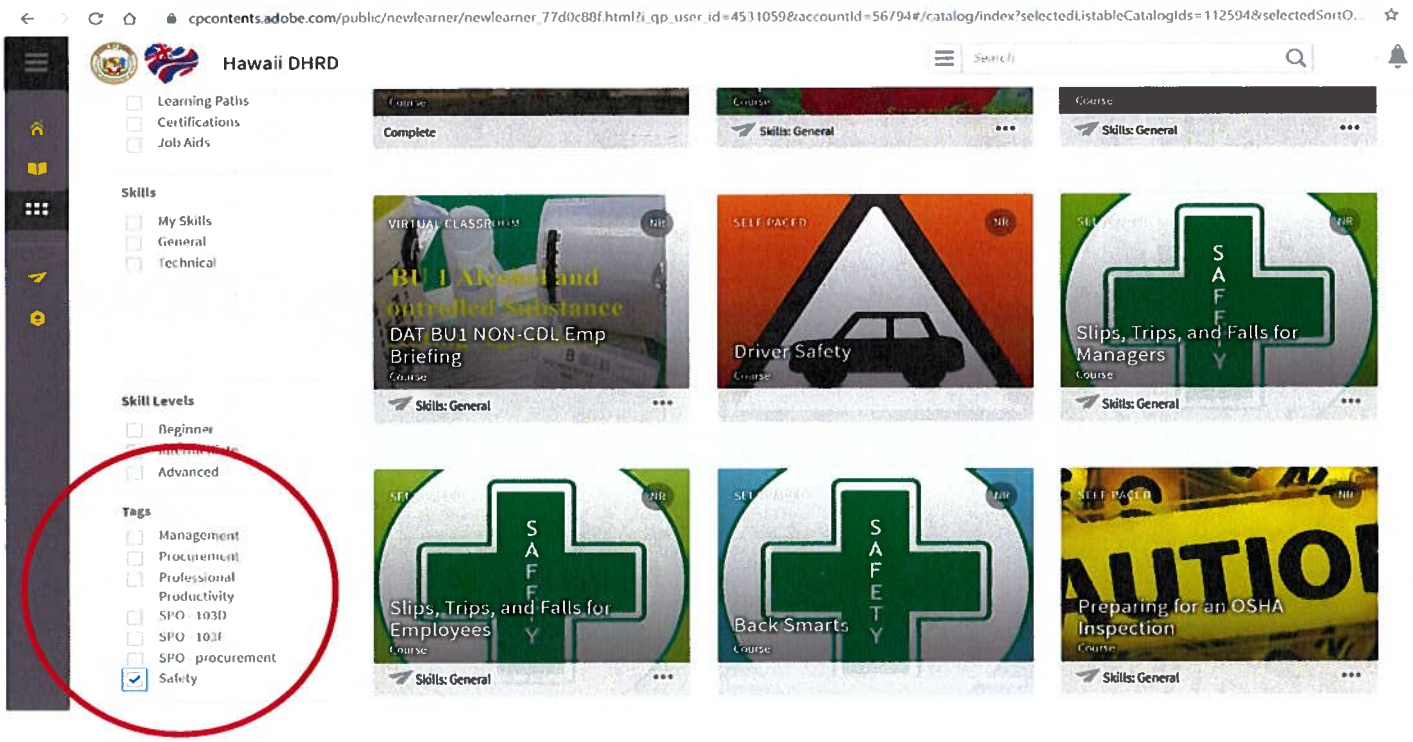


Step 2: Check off "Open Catalog" under **Catalogs**

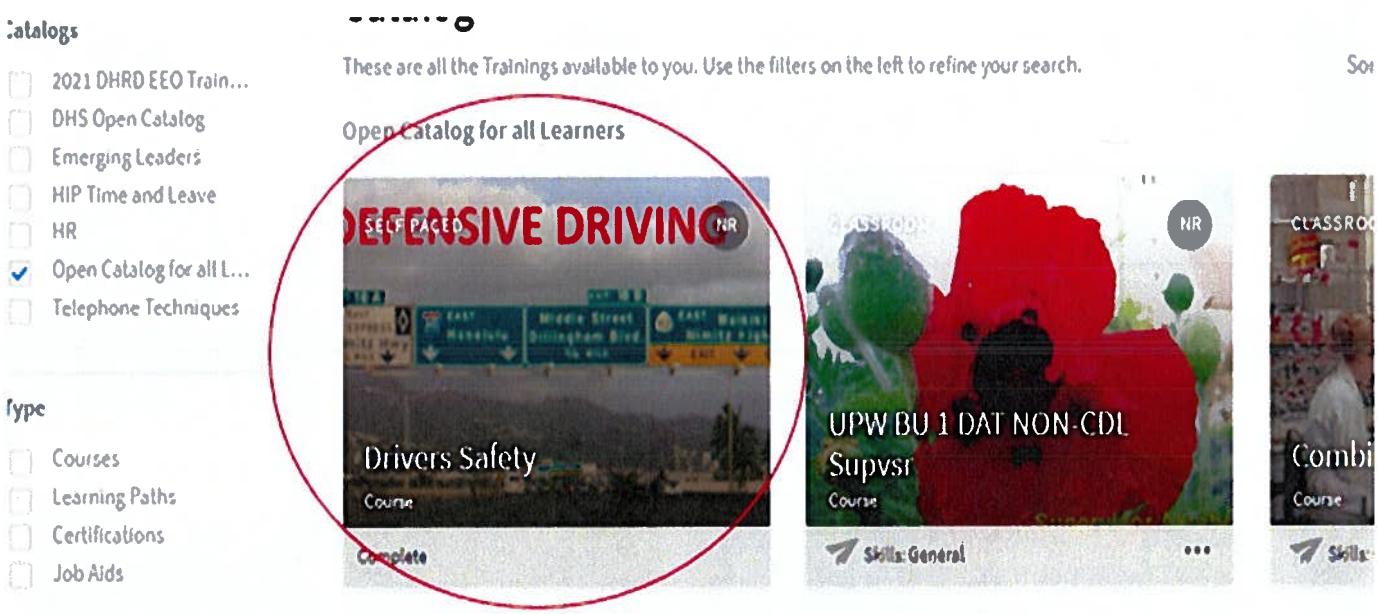


***Adobe Captivate Prime users** (use work email & password):
https://captivateprime.adobe.com/primetimehawaii

Step 3: Scroll down to **Tags** and check off "Safety".



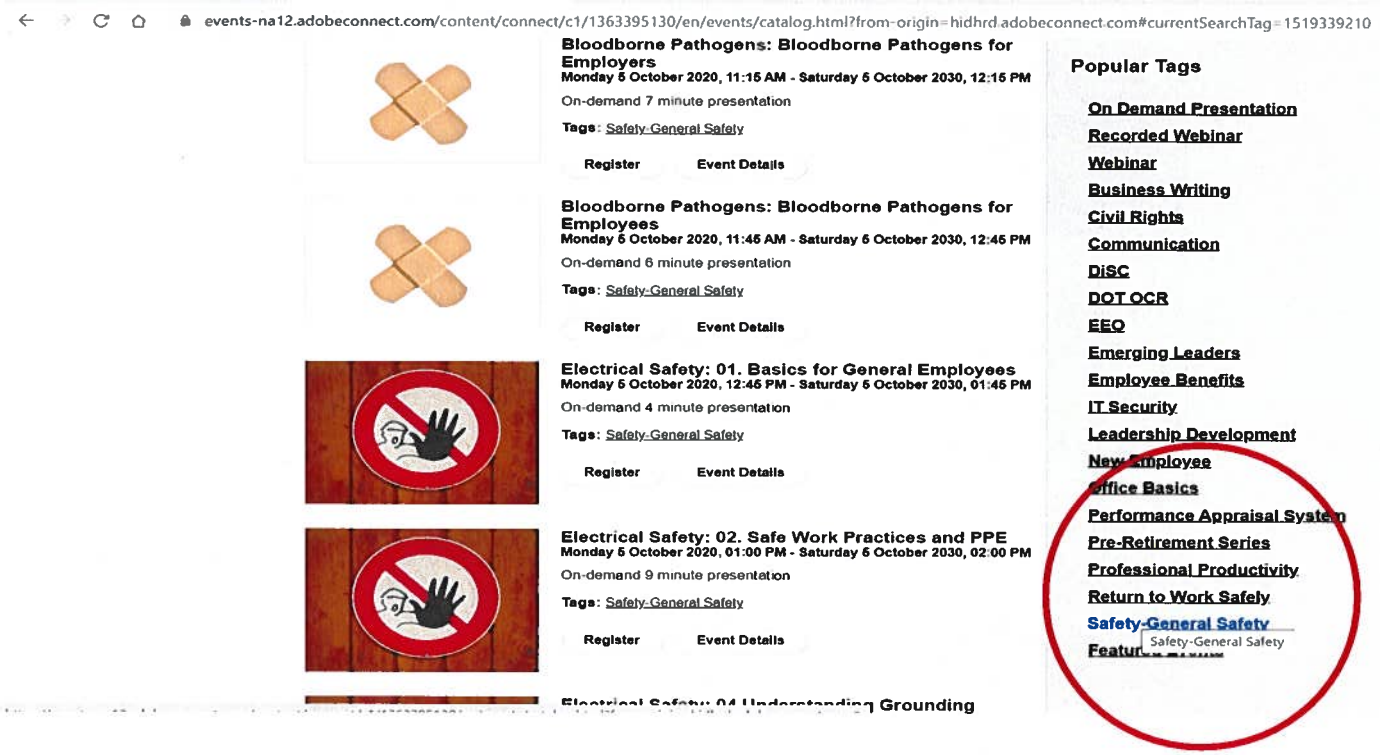
Step 4: Look for Drivers Safety - Defensive Driving course



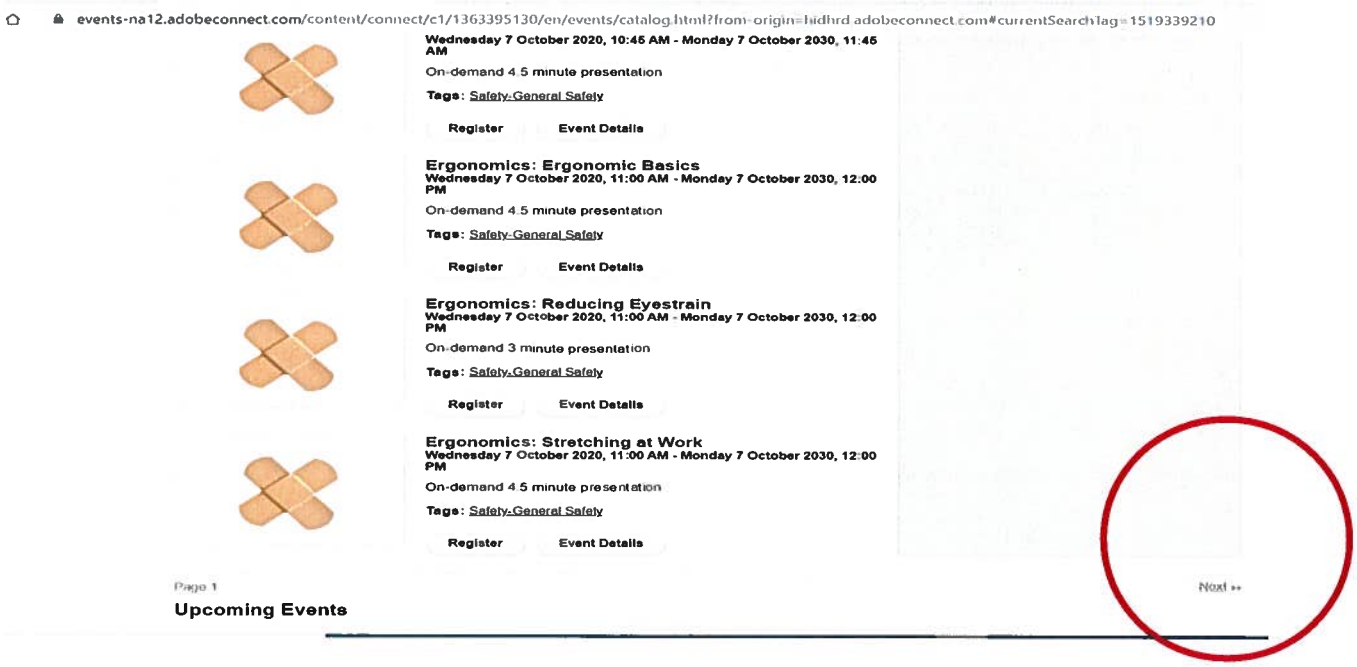
Defensive Driving Driver's Safety Training Program LMS Instructions

***Adobe Connect users** (use employee ID & password): **https://events-na12.adobeconnect.com/content/connect/c1/1363395130/en/events/catalog.html?from-origin=hidhrd.adobeconnect.com#currentSearchTag=1519339210**

Step 1: Click on "Safety – General Safety" under **Popular Tags**

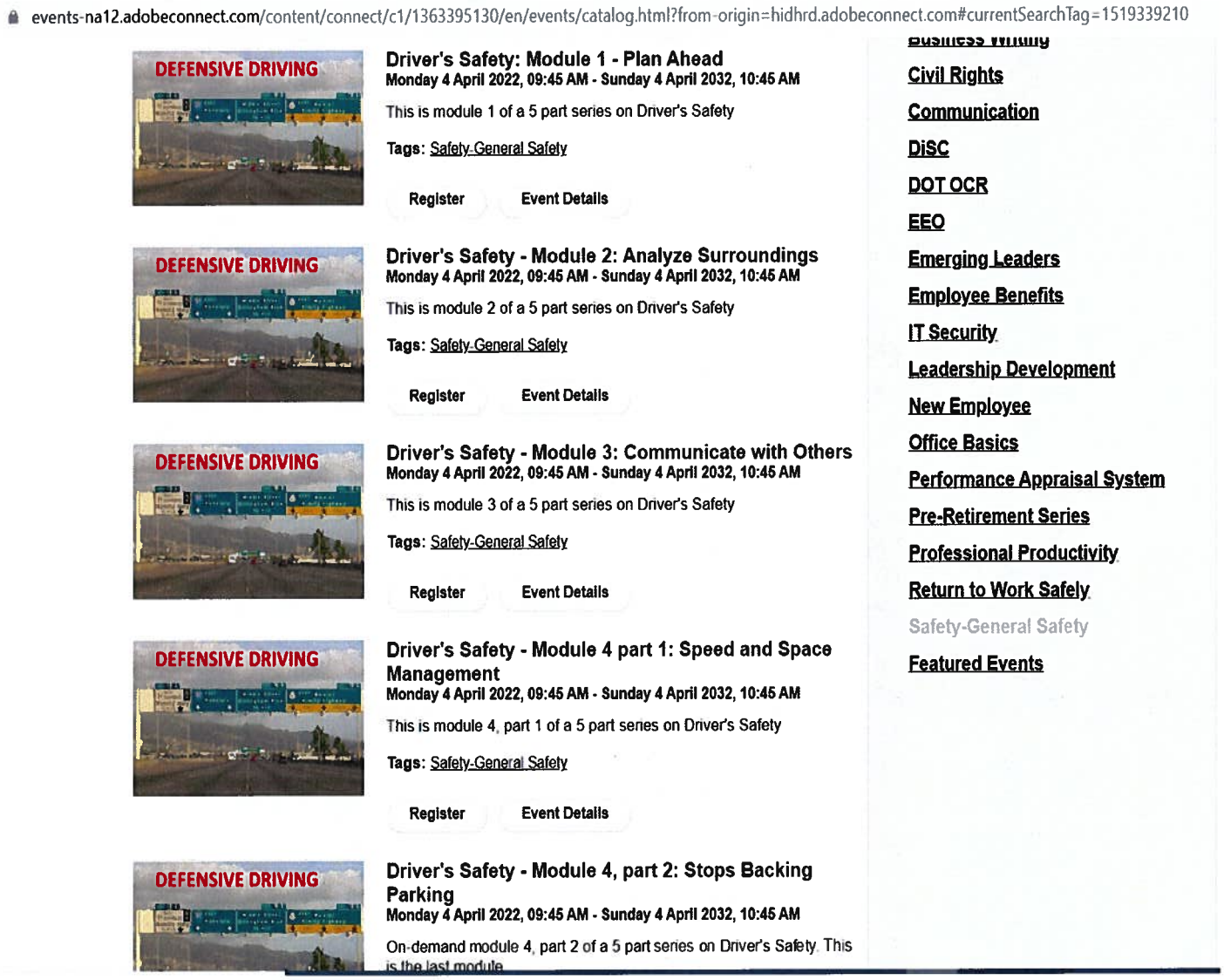


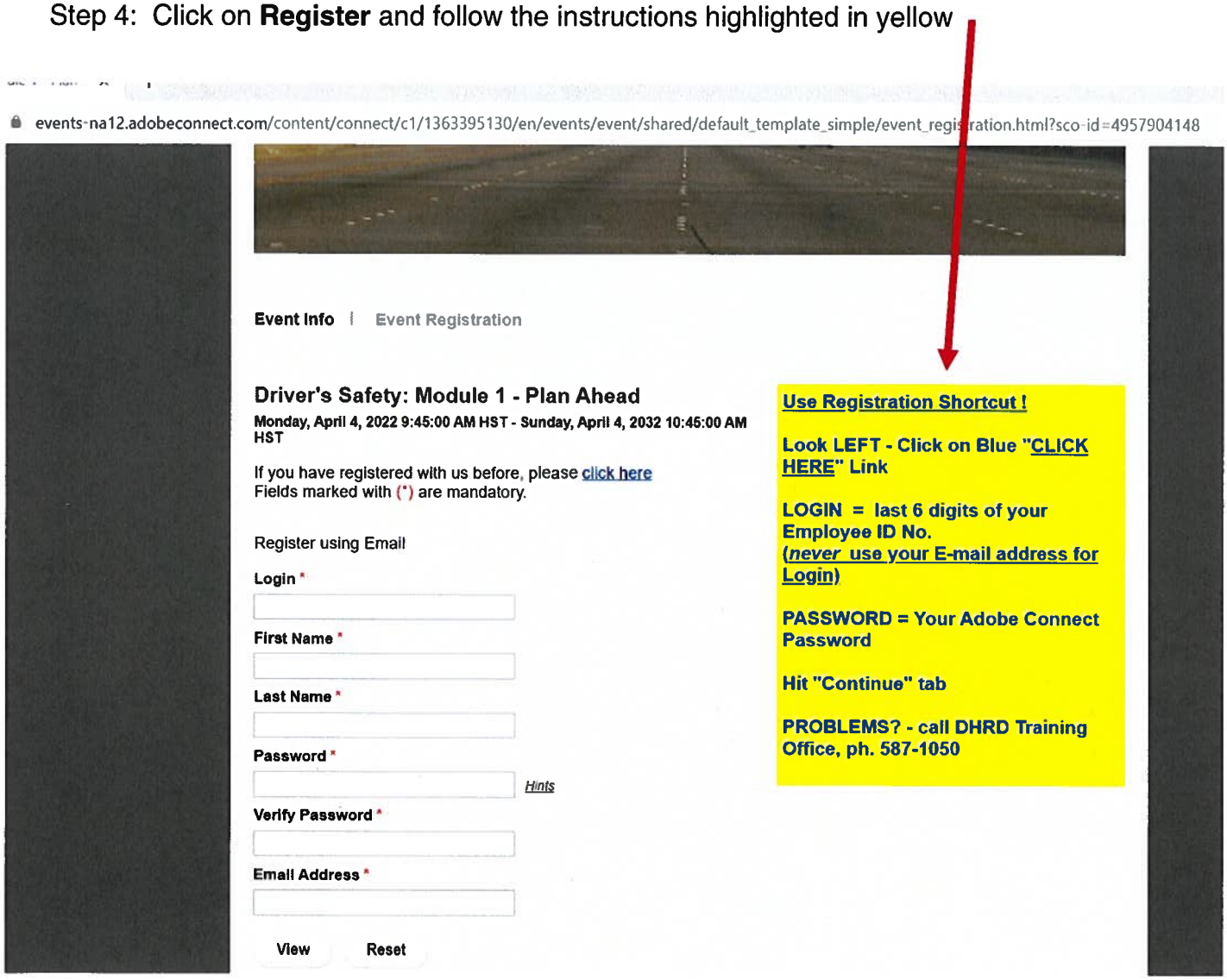
Step 2: Scroll down to the bottom and click on "Next" until you reach the last page



***Adobe Connect users** (use employee ID & password): https://events-na12.adobeconnect.com/content/connect/c1/1363395130/en/events/catalog.html?from-origin=hidhrd.adobeconnect.com#currentSearchTag=1519339210

Step 3: See screenshot of the Defensive Driving courses below.



***Adobe Connect users** (use employee ID & password): https://events-na12.adobeconnect.com/content/connect/c1/1363395130/en/events/catalog.html?from-origin=hidhrd.adobeconnect.com#currentSearchTag=1519339210

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