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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION

Risk Management Division

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April 1, 2026

TO: Agency Heads
Agency Safety Coordinators

FROM: Risk Management Division

RE: Defensive Driving Training Requirement

In accordance with the provisions of the State Administrative Manual Section 0521.0, Safety and Health Program and Subsection 2-C, Safety Training – the Risk Management Division has identified the following employee training topic that must be included in all State Agency Safety Programs:

The Risk Management Defensive Driving Course is required for all Executive Branch employees whose job duties involve operating a State vehicle for State business. This requirement also applies to employees who operate their personal vehicles while conducting State business. Proof of course completion within the past four (4) years is required. Agencies may submit alternative training courses to Risk Management for review and approval.

Employees working within metropolitan areas must attend the standard Risk Management in-person classroom course as soon as it becomes available, or within their first year of employment. Employees located in rural areas—defined as worksites more than 100 miles from Las Vegas or Carson City—may complete Risk Management’s virtual Defensive Driving course.

A refresher training course is required every four (4) years. The refresher may be completed online through the State’s learning platform: <https://unified.neogov.com/training/learner/catalog/courses>

Agencies are responsible for providing new employees with an orientation upon hire that outlines State policies and procedures related to the operation of State-owned motor vehicles. Employees who receive more than one work-related citation within a four (4) year period are required to retake the in-person Defensive Driving course within three (3) months of the second incident.

Exceptions

The Defensive Driving requirement does not apply to:

- Peace Officers or First Responders who participate in Emergency Vehicle Operations Course (EVOC) training
- Elected Officials
- Legislative Counsel Bureau employees
- Nevada System of Higher Education (NSHE) employees
- Board and Commission members

Risk Management offers this training on an ongoing basis. Agencies may request on-site training for groups of ten (10) or more employees.

For questions, please contact Risk Management at (775) 687-1750.

This training program is designed to reduce and minimize workers’ compensation claims, liability exposure, and vehicle damage costs. Thank you for your cooperation.