



State of New Mexico Defensive Driving Course Acknowledgment

All State of New Mexico employees must successfully complete a 6-hour National Safety Council Certified Defensive Driving Course (DDC) prior to operating any state vehicle for state business.

The Transportation Services Division of the General Services Department conducts the following courses:

- 6-hour DDC for all new state employees.
- 4-hour refresher DDC for all state employees who have already taken the 6-hour DDC.

Prior approval must be obtained from your supervisor before attending the DDC. Once approved, your agency will issue you a purchase order when enrollment for the classes is confirmed.

For a list of upcoming classes, locations, and online registration, please visit:

www.generalservices.state.nm.us/transportationservices/Defensive_Driving_Training.aspx

www.generalservices.state.nm.us/transportationservices/onlinedefensivedriving.aspx

When you complete the DDC, please submit a copy of your DDC Certificate to the State Personnel Office to place in your personnel file.

Acknowledgment:

Employee Name: _____
(Print)

Employee Signature: _____

Date: _____

Cc: Personnel File