

The use of ENMU System vehicles is governed by New Mexico Administrative Code (NMAC), state law, ENMU System policy and applicable insurance coverage. All ENMU System employees, including student employees, must successfully complete the National Safety Council (NSC) defensive driving course prior to operating an ENMU System owned, leased or rented vehicle for employment or travel. This includes any utility vehicles that will be operating on any part of a public roadway or parking lot.

### How do I Know if I Should Complete Defensive Driving?

If you answer yes to any of the following questions you are required to successfully complete a defensive driving course and maintain your certificate current while employed with the ENMU System.

- 1) **Are you an employee of the ENMU System who is required to drive as a condition of employment?**  Yes  No
- 2) **Do you operate utility vehicles, maintenance vehicles or golf carts on any ENMU campus?**  Yes  No
- 3) **Is there a possibility you will drive an ENMU or rental vehicle funded by ENMU during off-campus events (e.g. recruitment, professional development, conference attendance, ect.)?**  Yes  No

### New Employees

New ENMU-Portales campus employees may complete their initial defensive driving course online through the following link: [enmu.edu/DefensiveDriving](http://enmu.edu/DefensiveDriving).

Please contact the ENMU Department of Public Safety at 575.562.2393 to receive an authorization letter which will need to be uploaded in place of the purchase order on the online registration form. You will not be able to successfully register for the online course without going through this step. If you have an out of state driver's license you will also need a copy of your driving history. Most states usually have their variation of a Motor Vehicle Division web page where these driving histories can be obtained.

Please follow the directions on the webpage carefully; the course must be completed within 10 business days. The New Mexico General Services Divisions bills the University even if the course is not successfully completed within the allotted time frame (10 days). The ENMU Department of Public Safety (ENMU DPS) covers the cost of defensive driving for new employees (including student employees) who successfully complete the course. Departments on campus will be interfund billed at a rate of \$60 (via interfund) for each employee who registers for the online course and fails to successfully complete it within the allotted time frame.

### Renewal Prior to Expiration

Defensive driving certificates are valid for four years. ENMU-Portales campus employees whose defensive driving certificate is going to expire can schedule a four-hour defensive driving refresher course to maintain their certification by contacting:

Janay Tweedy  
ENMU DPS Support Specialist  
575.562.2393  
[janay.tweedy@enmu.edu](mailto:janay.tweedy@enmu.edu)

### Renewal After Expiration

ENMU-Portales campus employees are required to take the initial defensive driving course if their defensive driving certificate has expired. Defensive driving certificates are valid for four years. The initial defensive driving course can be taken online through: [enmu.edu/DefensiveDriving](http://enmu.edu/DefensiveDriving).

Please contact the ENMU Department of Public Safety at 575.562.2393 to receive an authorization letter which will need to be uploaded in place of the purchase order on the online registration form. You will not be able to successfully register for the online course without going through this step. If you have an out of state driver's license you will also need a copy of your driving history. Most states usually have their variation of a Motor Vehicle Division web page where these driving histories can be obtained.

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