

21.4 Safety training courses. Vehicle users shall attend periodic vehicle safety training courses, established by Risk Management, as follows:

21.4.1 Defensive Driving Course (Basic). The following users must complete the National Safety Council's on-line defensive driving course, or a substitute course approved by Risk Management, at least once every two (2) years:

- 21.4.1.1 Each full time and regular part-time employee whose job description includes the operation of a motor vehicle;
- 21.4.1.2 Each employee or user who has received authorization to take home a County vehicle;
- 21.4.1.3 ~~[Each employee or user who submits a request for mileage reimbursement;~~
- ~~21.4.1.4~~ Each volunteer or seasonal employee whose job duties include the operation of a motor vehicle, unless exempted by Risk Management upon a demonstration by an office, department or division that compliance would result in an undue burden and not create any undue risk to the public; and,
- 21.4.1.5 Any person authorized to use a County vehicle.