

CALIFORNIA HIGHWAY PATROL

GENERAL ORDER 70.15

REVISED APRIL 2024

DRIVER AWARENESS COURSE

1. GENERAL. This General Order (GO) standardizes driver training and documentation for uniformed, nonuniformed, and voluntary personnel, in order to meet mandated requirements.

2. PURPOSE. The purpose of this GO is to accomplish the following:
 - a. Consolidate policies from the following Highway Patrol Manuals (HPM):
 - (1) Highway Patrol Manual 10.6, Occupational Safety Manual
 - (2) Highway Patrol Manual 10.10, Performance Appraisal Manual
 - (3) Highway Patrol Manual 70.55, Senior Volunteer Program

 - b. Consolidate training requirements to adhere to the standards and recommendations from the following agencies and organizations:
 - (1) Department of General Services (DGS)–State Administrative Manual.
 - (2) Commission on Peace Officer Standards and Training (POST)–Perishable Skills Program (PSP).
 - (3) Commission on Accreditation for Law Enforcement Agencies (CALEA)–Agency Standards.

 - c. Establish policy for Driver Awareness training.

3. POLICY.
 - a. Uniformed Employees.

(1) All uniformed employees shall attend one four-hour driver training course to be held every odd-numbered year (e.g., 2025, 2027, 2029).

(2) The four-hour training shall be facilitated by a certified departmental instructor who has attended a POST-certified, 24-hour Driver Awareness Instructor Course (POST number 1270-21815-xx-xxx) which shall be taught by the Academy Emergency Vehicle Operations Course (EVOC) Unit, or an allied agency with prior EVOC Unit approval.

(3) The Expanded Course Outline shall be developed and maintained by the Academy EVOC Unit and shall be approved by POST. Instructors shall contact their respective Area training coordinators for the CHP Intranet site link to the course materials.

(4) Sergeants are required to perform an annual ride-along with officers; this is a general job performance evaluation and is no longer considered a “commentary driving” evaluation. Supervisors should refer to HPM 10.10, Chapter 3, Performance Appraisal Process for Officer, California Highway Patrol, to address performance issues or concerns.

(a) When an officer is assigned to a special duty or administrative position, the annual ride-along should be accomplished by the sergeant observing the officer in the performance of the administrative duties detailed in the officer’s CHP 129, Duty Statement.

b. Nonuniformed Employees and Senior Volunteers.

(1) Upon their initial hire and once every four years, all nonuniformed employees and senior volunteers who routinely drive on official state business, or whose duties change to require frequent driving, are required to pass an online Defensive Driver Training course administered by the DGS, Office of Risk and Insurance Management. The course is available on the CHP Intranet site under Training ➤ Online Training ➤ Defensive Driver Training.

(a) Routine driving is defined as routine driving of at least once per calendar month.

(2) Additionally, after completing the initial online course, nonuniformed personnel and senior volunteers shall participate in a one-time, one-hour behind-the-wheel training class taught by a certified Driver Awareness Instructor. The topics to be covered during the one-hour training session are located within the CHP Intranet site link. Instructors shall contact their respective Area training coordinator for the link.

4. DOCUMENTATION.

a. Uniformed Employees.

(1) Within 30 days prior to a course, Area training officers shall contact the Division POST training coordinators and request a new presentation number from the POST Electronic Data Interchange. The course name on the POST website is Driving PSP #1270-29502-xx-xxx.

(2) After the training is held, training coordinators shall enter the CHP 161, POST Training Course Roster, utilizing the Course Roster function within the Employee Training Records System (ETRS), within ten days.

(3) The training coordinator who hosts the training shall be responsible for the roster entry into the ETRS. The course name in the ETRS is Driver Training/Awareness.

b. Nonuniformed Employees.

(1) The one-hour behind-the-wheel training shall be documented in the ETRS. The course name in the ETRS is Behind-the-Wheel Training.

(2) The employee shall print out the completion certificate from the DGS online training. The certificate shall be placed in the employee's field personnel folder.

(3) The behind-the-wheel training shall be documented on the employee's CHP 137CN, Field Personnel Folder Annual Review (Nonuniformed).

c. Senior Volunteers. The senior volunteer shall print out the completion certificate from the DGS online training. The certificate shall be presented to their behind-the-wheel training instructor. The instructor shall write, "Behind-the-Wheel training completed" on the certificate. The instructor shall also write their name, ID number, and date of training on the certificate (refer to Annex A). The certificate shall be placed in the senior volunteer's field personnel folder.

OFFICE OF THE COMMISSIONER

ANNEX A

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ANNEX A

CERTIFICATE EXAMPLE

The instructor shall write, "Behind-the-Wheel training completed" on the certificate. The instructor shall also write their name, ID number, and date of training on the certificate.



DGS CALIFORNIA DEPARTMENT OF GENERAL SERVICES

Behind-the-wheel training completed. Jeffrey Trauek, 10845 2/16/22

Defensive Driver Training - Online Self-Certification Acknowledgement

I hereby certify:

"I have completed this training with individual effort and agree to comply with the information contained in this course."

Kayla Reginato
Employee Name

Received By Matthew Dubendorf
Supervisor Name

Personnel and Training
Division Name

[Signature]
Employee Signature

[Signature]
Supervisor Signature

Academy
Unit/Office Name

2-16-22
Date

2-16-22
Date

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