

From: [Spellman, Amy](#)
To: [NDE ALL Staff](#)
Subject: TSB Driver ID Card Policy Change effective 10/17/11
Date: Friday, October 21, 2011 3:09:48 PM

TO: NDE Staff

FROM: Amy Spellman, HR Specialist

SUBJECT: TSB Driver ID Card Policy Change

DATE: October 21, 2011

As a result of the new functionality of the State Learning Management System (LMS) the Transportation Services Bureau (TSB) has issued a new TSB Driver ID Card Policy effective October 17, 2011.

Agency Directors or their authorized agents (Supervisors) shall ensure that each employee or representative authorized to drive a State-owned vehicle has a valid state issued driver's license, has satisfactorily completed the defensive driving course approved by TSB, and has a TSB Driver ID Card or a Certificate of Completion generated by and housed in the LMS (This certificate will then act as that employee's "TSB Driver ID Card."). TSB will no longer require the Driver ID Card to be presented prior to renting a TSB vehicle.

Those employees with TSB Driver Identification Cards issued prior to October 17, 2011, or the implementation of the LMS Defensive Driving course, will need to retain them. If you lose a TSB card, contact Denise Thege to obtain your TSB Driver ID Card number as new cards will not be issued.

Employees should not need to provide a card when checking out a State vehicle. However, if asked for verification of eligibility to drive a state vehicle:

- 1) If you have a TSB Driver ID Card continue to use that number; or
- 2) If you completed Defensive Driving within the LMS, and were not issued a TSB Driver ID Card, then use your Address Book Number (ABN).

It will be the responsibility of the employee's supervisor to make sure that the employee has completed and passed the approved TSB Defensive Driving course (Defensive Driving – Small Vehicles by PureSafety) within the LMS and has a valid driver's license. Supervisor's may request that HR assign the Defensive Driving course, may assign it themselves, or the employee may request the course. For new employees, HR will notify the employee and supervisor when the employee is set up as a user in LMS. Once the course is completed by the employee, the Supervisor can log into the LMS to verify that the course was passed at 80% or higher and the employee will be able to print the Certificate if they so choose.

