



Defensive Driving Course - Online Registration Instructions

To assist State drivers and agency fleet contacts, DAS Fleet Services has collaborated with the Department of Public Safety and the Iowa-Illinois Safety Council to create online registration for Defensive Driving Courses.

Who should attend?

1. State drivers assigned to state vehicles or who drive state or private vehicles on state business at least 5,000 miles per year. Required every three years per **11 IAC 103.8**.
2. State drivers involved in any qualifying incidents per **IAC 11-103.12**. Required to maintain/restore fleet privileges. Refer to the [State Employee Driving Guidelines and Corrective Actions Summary](#).
3. Employees newly assigned to state vehicles.

Course Schedule

The course schedule can be found on [DAS Fleet Services website](#). The schedule will be updated as more classes are scheduled. Select the date you would like to attend by clicking the hyperlinked date to be directed to the registration page. Each individual course will have its own registration page.

NOTE: For your convenience, have access to these **Registration Instructions** before proceeding:

Step 1: Person(s) To Register

- Select "Standard Class"
- "Member Cost" - leave 0
- "Not-Yet-A-Member-Cost" - enter number of individuals registering
- "Promo Code" - leave blank; do not "Apply"

Step 2: "Not-yet-a-member" Registration Information (green box)

- "Company Name" = State of Iowa
- "Name" = your name
- "Primary Email Address" = your work email address

Step 3: Complete Billing Info

- "Company Name" = State of Iowa
- Name, Address, Phone = your work information
- "Primary Billing Email" = your work email address
- "Member ID - leave blank
- "Send Invoice" - Select "Yes" to receive your confirmation
- "Agency Name, Agency Number, eDAS Code or Cost Center" - **MUST** be included
- Check CAPTCHA and "Submit" when finished

Step 4: Review and Confirm

- Review Your Registration
- Complete Your Registration
- Print Receipt (Cost will show \$0; bring receipt to class or save for your records.)
- Note: If you register multiple individuals at once, the confirmation email will only be sent to the email address listed in the Billing section (Step 3).

Cost and Billing: DAS Finance will be invoiced for all participants after course completion. Agencies will be billed through eDAS for attending employees per the eDAS Code or Cost Center provided at registration.