

Timbrook Public Safety Center
231 East Piccadilly Street, Ste. 330
Winchester, VA 22601

Telephone: (540) 662-2298
FAX: (540) 542-1318
Website: www.winchesterva.gov

TO: All Career Personnel
FROM: Allen Baldwin, Fire Chief
RE: Mandatory Winter Driving Training
DATE: November 3, 2014

INFORMATIONAL BULLETIN IB-14055

The City Human Resource Department (HR) and Risk Manager are requiring **ALL** personnel that are “required to drive as part of their jobs” to complete the attached online training and submit a consent form for a DMV motor vehicle record (MVR) check.

The HR Department has a list of all personnel that fit this requirement and will be following up with the various department heads to ensure it is completed. **ALL PERSONNEL ARE REQUIRED** to complete the online training and submit their MVR form **NO LATER THAN NOVEMBER 14, 2014**.

Consent forms can be sent to the office and then will be forwarded to City Hall. This training shall be completed while on duty (**NO** overtime is authorized to complete). Please log this training on the department monthly training log sheet when completed.



Rouss City Hall
15 North Cameron Street
Winchester, VA 22601
Email: hrdept@winchesterva.gov

Telephone: (540) 667-1815
FAX: (540) 722-3409
TDD: (540) 722-0782
Website: www.winchesterva.gov

Consent for Motor Vehicle Record

Employee, please complete the following information.

Name _____ Phone Number: (____) - _____

Drivers License No. _____ Issuing State _____ Issued Date _____

Class License _____ Expiration Date _____

Department employed by _____ Dept Address _____

Job Title _____ Is employee's primary purpose to drive vehicles? Yes _____ No _____

Is employee authorized to operate his/her private vehicle in the course and scope of employment? Yes _____ No _____

Date of last Driver Training Course? ____/____/____ (mm/dd/yy)

Please read the following statements below, sign this document and send this completed document to Human Resources.

1. In connection with my employment, I hereby give permission to the City of Winchester to obtain my state driving record (also known as my motor vehicle record or MVR).
2. I acknowledge and understand that my driving record is a consumer report that contains public record information.
3. I understand that I have the right to request a copy of my driving record and to know the source or sources of my driving record.
4. I authorize any party or agency contracted by the City of Winchester to report the above information.
5. I have received a copy and read the *Safety Awareness Manual's* policies on "Drivers, Vehicles and Equipment."
6. I have received a copy and read the *CEMS* policy 7.13 "Use of City Vehicles".
7. I understand that the City of Winchester may take adverse action affecting my employment based on information in my driving record. If such adverse action is taken, I acknowledge that my rights are as follows:
 - Employer must notify me in writing of any such adverse action.
 - I have the right to receive a copy of the driving record upon which the adverse action was based.
 - I have the right to receive a summary of my rights under the Fair Credit Reporting Act. I have the right to know the name, address, and telephone number of the consumer reporting agency that provided my driving record to the City of Winchester.
 - I have the right to obtain a free copy of my driving record from the agency that provided it – if such a request is made within 60 days from the date the City of Winchester took adverse action.
 - I have the right to dispute the accuracy or completeness of my driving record with the consumer reporting agency that provided it and to request that errors be corrected.

This authorization shall remain on file by the City of Winchester for the duration of my employment and will serve as an ongoing authorization for the City of Winchester to procure my state driving record at any time(s) during my employment period.

Employee's Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

"To be a financially sound City providing top quality municipal services while focusing on the customer and engaging our community."

Directions for Registering and Accessing VMLIP Online University's "Winter Driving Safety" course can be found below:

1. Please visit <https://www.vmlins.org/>
2. On the right look for "Register" if you have not already registered with VML Insurance before. If you request password assistance, please use the options under "Register" to reset your access.



3. Once on the registration page, fill out all of the information on the top. Our **member number is "169"**. After this click the "Click Here to Verify that the Information is Correct"

The screenshot shows the VML Insurance Programs website. At the top, there is a logo for VML Insurance Programs, Virginia's Local Government Specialists™. Below the logo is a navigation menu with links for Home, Report a claim, My Account, and Logout. The main navigation bar includes About Us, Coverages, Resources, Services, Training, and News/Publications. The page is titled "Member Registration".

On the left side, there is a "MEMBER LOGIN" section with fields for Username and Password, and a "Login" button. Below this is a "Not a registered user?" section with a "Register" button. Further down are links for "Forgot your Password?", "Forgot your User Name?", and "Locked Out? Contact Web Admin".

Below the login section is a "Member Home Page" menu with links to My Bulletins, My Claims, My Communications, My HR Resources, My Multimedia Library, My P&L Resources, My Safety Resources, My Training, My Underwriting, and My WC Resources. There are also social media icons for Facebook, Twitter, RSS, and YouTube.

The main registration form includes the following fields and options:

- E-mail: [Text Field]
- Confirm E-mail: [Text Field]
- Salutation: [Dropdown Menu (Mr.)]
- First Name: [Text Field]
- Last Name: [Text Field]
- Title: [Text Field]
- Phone #: [Text Fields]
- ext.: [Text Field]
- Member Name: [Dropdown Menu (- select -)]
- Member #: [Text Field (169)]
- Department: [Text Field]
- If School, School Name: [Text Field]
- Subscribe: Forum Newsletter (Why should I subscribe to the forum and newsletter?)

At the bottom of the form, there is a green button labeled "Click Here to Verify that the Information is Correct" and a blue button labeled "Cancel".

Below the registration form is a "Create your Account" section with the following fields and instructions:

- User Name: [Text Field]
- Password: [Text Field]
- Confirm Password: [Text Field]
- Security Question: [Dropdown Menu (- Select Question -)]
- Security Answer: [Text Field]

Instructions for creating an account:

- User Name must have no spaces and be at least 5 characters long
- Password: 6 characters with at Least 1 number and 1 letter.
- Thank you.

4. VML Insurance will send you an email with the email address you registered. Open the email and click "Activate My Account".

New Account Confirmation

This email was sent automatically by www.vmlins.org in response to a request for a new account with the VML Insurance Programs website.

This is done to protect your privacy and security. Only the recipient of this email can complete the Confirmation process.

Below you will find a link to activate your account:

[Activate My Account](#)

Thank you,
VML Insurance Programs Staff

If you did not request a new account with us, simply reply to this e-mail.

Should you need further assistance please contact us by e-mail Internet@vmlins.org or 1-800-963-6800.

5. Clicking the link will inform you that your account set up is complete.
6. Go back to <https://www.vmlins.org/> and now enter your username and password.
7. After logging on to the VML Insurance Program site, you will have access to the online university and its applications.
8. From the member home page, select "My Training..." on the left hand side.

VML INSURANCE PROGRAMS
Virginia's Local Government Specialists™

Home | Report a claim | My Account | Administration | Logout

About Us | Coverages | Resources | Services | Training | News/Publications

Welcome, Michael Bozeth
You are registered as:
michael.bozeth@winchesterva.gov
VML Member:
(#169) WINCHESTER, CITY OF

Search

Member Home Page
My Bulletins
My Claims
My Communications
My HR Resources
My Multimedia Library
My P&L Resources
my Safety Resources
My Training
My Underwriting
My WC Resources

5 Things You Need to Know - September 2014

1. **Great ShakeOut!** The Great ShakeOut is Thursday, Oct. 16. [Register now](#) to participate in the Great ShakeOut and receive information on how to plan a drill and practice Drop, Cover, and Hold On.

2. **VOSH Conference.** The Virginia Occupational Safety and Health (VOSH) Conference will be held Oct. 2-4 in Hanover, VA. This conference provides affordable safety and health training.

Take me to...

Access the VMLIP Online University | My VMLIP Documents
Report a Claim | Access Loss Information

9. On the next page towards the bottom click on “Access Online University” to open the university campus and access courses. This will open a new tab or window.

VML INSURANCE PROGRAMS
Virginia's Local Government Specialists™

Home | Report a claim | My Account | Administration | Logout

About Us | Coverages | Resources | Services | Training | News/Publications

Welcome, Michael Bozeth
You are registered as:
michael.bozeth@winchesterva.gov
VML Member:
(#169) WINCHESTER, CITY OF

Member Home Page
My Training
My Online University
My Webinar Center
My Multimedia Library
My Meeting Presentations
Training Calendar

Webinars

- View upcoming webinars
- View recorded webinars

Meeting presentations

View upcoming workshops and webinars or presentations from recent gatherings.

- View upcoming workshops/training
- View past meeting/workshop presentations

VMLIP Online University

- Access the VMLIP Online University**
- Course listing
- VMLIP Online University FAQs
- VMLIP Online University Tutorial
- Administrative/Reporting Tools

ABOUT US
Board Members
Staff
Careers

COVERAGES
Workers' Comp.
Property & Liability
Line of Duty Act

SERVICES
Communications
Safety Services
HR Services
Law Enforcement
WC Services

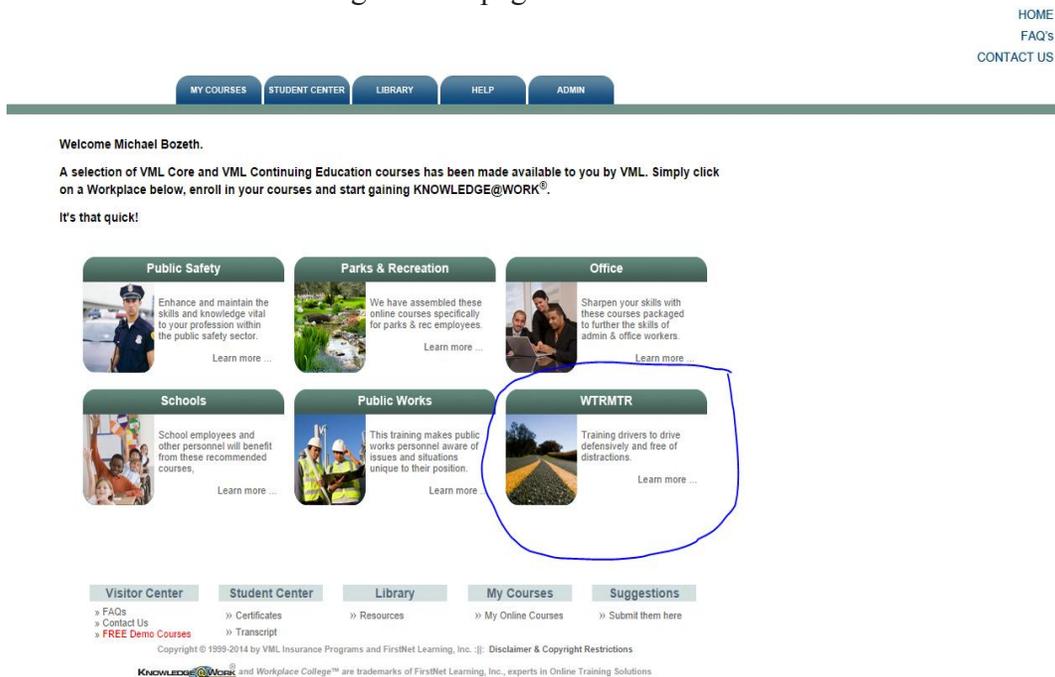
TRAINING
Training Calendar
Online University
Webinar Center
Multimedia Library
Workshops

NEWS/PUBLICATIONS
Pooling Matters
Press Releases
Annual Reports
Brochures
LE Matters

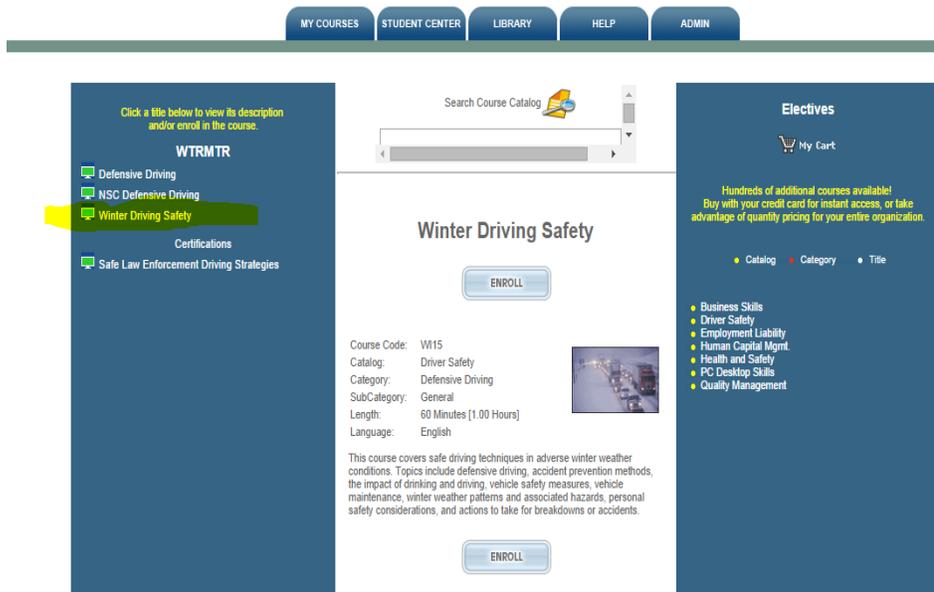
RESOURCES
SITE MAP
CONTACT US
PRIVACY POLICY

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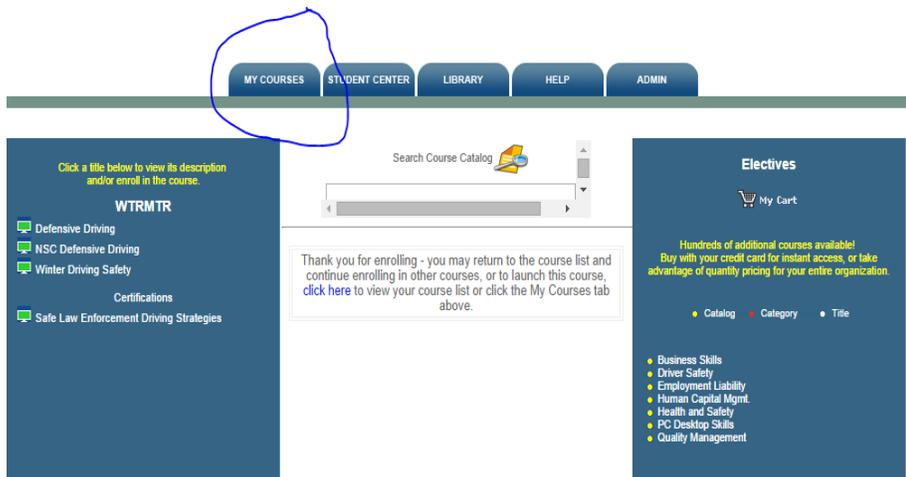
10. Once you are in the university, you will see a listing of online university options. You may return to this screen from anywhere within the campus by selecting HOME, located at the top right of the page.
11. Look towards the bottom right of the page and click on “WTRMTR”.



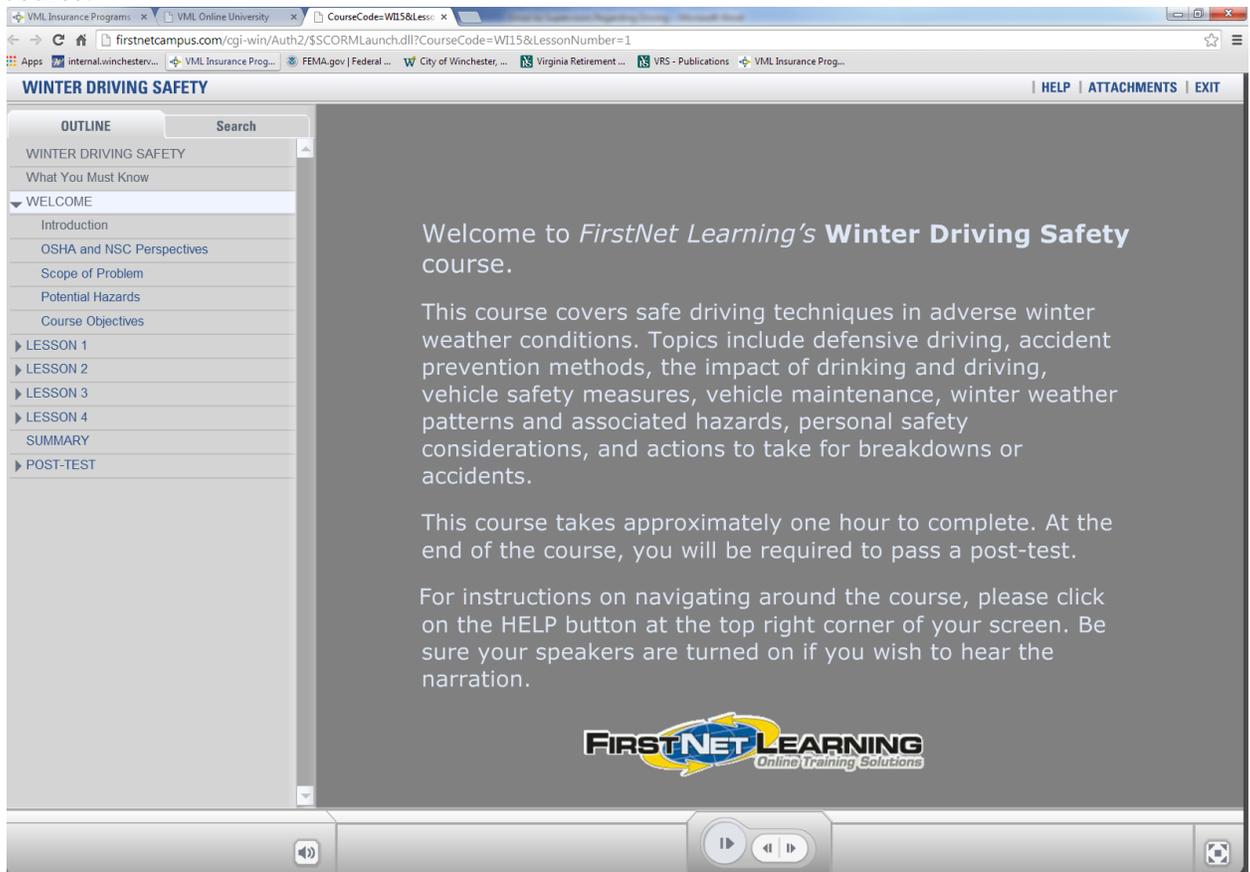
12. On the next page, look to the left side in the blue panel and click “Winter Driving Safety”.



13. The center of the page will show a course description, click on “Enroll”.
14. Once you have clicked on enroll, click on the blue tab on the top left that says “My Courses”.



15. Once the page loads, click “**Winter Driving Safety**”. A new window will start the course.



16. There are quizzes and activities along the way to gauge user’s progress. A post-test is offered at the end of the course. Students must obtain a score of 80 percent or better to pass the course; otherwise it will be noted as an incomplete. You may retake the course and test anytime within 180 days of enrollment; otherwise you must re-enroll to be able to take the course again.