



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

January 4, 2010

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-38

Distributed via Campus Email

To: Faculty, Staff and Students

From: Mary Lee Hodge
Vice President of Business Affairs

Re: PVAMU Defensive Driver Training

The Environmental Health & Safety Department provides a Defensive Driver Training course on the first Wednesday of every month. The next class will be on Wednesday, January 6, 2010 from 8 am to 12 noon in the Harrington Science Building room 101.

If you have anyone that transport students they are required to attend this training every 24 months. If you have anyone that drive State owned or rented transportation (cars, trucks, vans, and any utility or golf carts) they must have this course prior to driving it.

Keeping in mind approaching events on departmental schedule you need to schedule these classes prior to the event dates.

Please disseminate this reminder to anyone you think needs to attend. For more information please contact Mr. Daron White at ext. 1746 or Mr. Jay Abbt at ext. 1745.

MLH:pgs