

July 19, 2010

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 10-03
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Mandatory Training Video: "Texting and Driving Destroys Lives"

1. Purpose.

- a. To remind the Job Corps community about Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving; and
- b. To inform all drivers with responsibility for driving fleet vehicles of the new mandatory training video.

2. Background. In accordance with Job Corps Policy and Requirements Handbook (PRH) Change Notice No. 09-13 and related Program Assessment Guide (PAG) changes, entitled, "PRH Chapter 5, Section 5.19, R2: Vehicle Safety," responsive to Executive Order (EO) 13513, Federal Leadership on Reducing Text Messaging While Driving, all agencies are directed to take appropriate action to implement policy and conduct education, awareness and other outreach for Federal and Government Contract employees about safety risks associated with texting while driving. Job Corps is incorporating the referenced video into its safety and fleet programs to ensure that all drivers with responsibility for driving fleet vehicles are cognizant of requirements for safe vehicle operation and the risks of texting while driving. Training completion is required as stated below.

3. Action. In order to support the Department of Labor's efforts in achieving "Green" on the Transportation Scorecard, recipients of this Program Instruction must:

- a. ensure that all drivers of fleet vehicles (Federal and contract staff) view the mandatory training video by close of business (COB) Friday, July 30, 2010;

- b. forward one consolidated list from each operator responsible for individuals who have reviewed the video and the contract and location under which each individual is employed, to Andrea Kyle at kyle.andrea@dol.gov by COB Tuesday, August 1, 2010 (see attached sample);
- c. ensure that new staff who are authorized to drive fleet vehicles view the video and receive opportunities to discuss and ask related questions before driving fleet vehicles; and
- d. maintain on-site records of completed staff training for 1 year beyond training date.

The 15-minute video is available on the Zero Fatalities website at <http://ut.zerofatalities.com>. To view the video, click the “play” button on the “Texting and Driving Destroys Lives” video pane.

Note: The link is accessible through the internet via the Job Corps Citrix portal. However, users should copy and paste the link into the Web browser to optimize all video functions.

- 4. Reference. The full text of Executive Order 13513 is available on the White House website at http://www.whitehouse.gov/the_press_office/Executive-Order-Federal-Leadership-on-Reducing-Text-Messaging-while-Driving/.

Addressees are to ensure this Program Instruction is distributed to all appropriate staff.

- 4. Expiration Date. Until superseded.
- 5. Inquiries. Direct all inquiries to Andrea Kyle at kyle.andrea@dol.gov or (202) 693-3396, or Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov.

Attachment
Sample Roster