

Memorandum



CITY OF DALLAS

DATE March 16, 2020

TO All City Departments

SUBJECT **Safety Training Cancellation**

In an effort to comply with the City Manager's directive and best practices of "Social Distancing", Office of Risk Management has canceled "all" safety trainings scheduled for March and April.

Defensive Driving Classes(DDC) shall also be suspended until further notice as to ensure we minimize employee exposure to the virus. All City employees that require defensive driving will be allowed to drive without taking the course until classes have resumed. Once classes have resumed the DDC requirements shall be in effect and the employees will need to attend.

The Office of Risk Management will keep you updated and send out notifications once classes are scheduled to resumed.

If you have any concerns, you may contact me at (214)671-9454. Thank you for your understanding and cooperation.



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