

Intradistrict Communication

DATE: July 31, 2025

TO: District Employees Who Qualify for Mileage Reimbursement

FROM: John Larsen, Business Administrator
Dan Ellis, Director of Accounting

SUBJECT: Defensive Driving Course Requirement for Mileage Reimbursement

Our insurance carrier, State Risk Management, has asked that every person who receives mileage reimbursement take the Utah Defensive Driving Course. We ask that you complete this free course as soon as possible using the instructions attached to this memo.

A new District Mileage Reimbursement form can be found at this link https://jordandistrict.org/wp-content/uploads/083_MileageReport.xlsx. This new form has a box under the title for the individual to enter the completion date of the course. *Please note that beginning in January 2026, Accounting will only reimburse mileage that includes the completion date of the Risk Management Defensive Driving Course.* The course must be completed every two years. Supervisors approving mileage reimbursement – please remind your employees to complete this course and enter the date at the top of their mileage reimbursement form to avoid delays in reimbursement in January 2026.

The link below provides access to the course in the Utah Learning Portal. Your username is your district email. Click “Sign Up” and fill out the required information. Note that the security key word is Jordan and you may create your own password.

[Utah Learning Portal](#)

Once you have passed the course, record the completion date on your mileage reimbursement form and print the certificate. You may use the print option at the top of the final page of the online assessment or print your certificate from the attachment that will be emailed to you. Retain the certificate at your location for audit purposes.

If you have questions regarding the mileage reimbursement form, please contact Dan Ellis, Director of Accounting, Budgets, and Audits at 801.567.8389. If you have questions about the Risk Management Defensive Driving Course, please contact Brandon Conti, Risk Management Coordinator at 801.567.8876.