

Cooperative Testing Pilot Policy and Procedures

Driver training schools participating the in the cooperative testing pilot are required to meet DOL requirements in RCW 46.82, WAC 308.108 and RCW 18.235. By signing the cooperative testing pilot agreement schools and instructors will agree to the following policy and procedures:

RECORDS MAINTENANCE:

1. All records shall be kept in a secure location for a minimum of three (3) years. This includes contracts, student enrollment, student progress reports, student testing, student and parent email address(s) and student course completion reports. This applies to all participating schools.
2. Commercial driving schools approved to administer the Driver License Written Knowledge Test shall keep accurate records of all tests passed and failed. Listed below are the filing requirements:
 - a. All written tests with a passing score must be attached to the corresponding written test completion statement.
 - b. All related forms will be filed together, and made available for Compliance review.
 - c. A written report on student testing results shall be submitted on a monthly basis. The monthly written report is due by the 10th of each month for the previous month. The pass/fail totals for written examinations for those applicants under 18 years of age must be included on the report. The Monthly Report for Written Testing may be filed electronically, faxed, or mailed. In the event the report is not legible or is incomplete, the report will be returned for correction, with a deadline to resubmit.
 - d. Any voided tests shall have VOID written across the form, and shall be kept, and filed in control number order. Any voided written test completion statement shall also be listed on monthly report for the written testing and is to be kept with the school's students written test records.
3. Any approved Commercial Driving School that is thirty (30) days behind in the filing of the required monthly reports will not be issued completion certificates until those reports are current. If this become a recurring problem, the Department may at it's discretion discontinue the school from participation in the pilot project.

COMPLIANCE INSPECTIONS AND AUDITS:

1. A department representative will conduct scheduled, and non-scheduled on site compliance inspections, and audits, as necessary, to review class facilities, contracts, signage, student enrollment records, student testing records, student course completion records, and the written testing. To accomplish this, all records must be available for inspection during normal business hours. The department representative will make certain that testers conducting the written test are following current testing standards and procedures.
2. All schools shall keep all records in a licensed Washington location. Audit access will be provided by the schools to all student records including, contracts,

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enrollment forms, testing completion statements, and course completion statements. The Department of Licensing reserves the right to request that all paperwork from a commercial driving school be brought to a Driver License Office for auditing purposes.

WRITTEN KNOWLEDGE EXAMINATIONS:

1. Only approved Commercial Driving Schools are eligible for Written Knowledge testing privileges. To provide the Written Knowledge Test, the commercial driving school, in addition to being approved, must be currently licensed, and in good standing with the department.
2. A minor who is sixteen (16) years of age or older and has completed and passed a State approved driver education course, has held an instruction permit for at least six months and has passed the written knowledge exam given by an approved Commercial Driving School may apply for a driver's license. The minor must bring to the Department of Licensing a Traffic Safety Education Certificate (TSEC). In order to be exempted from the written exam at the License Service Office, the TSEC must have the appropriate sticker attached signifying that they passed the written knowledge test given by the school.
3. The written knowledge tests must remain under the control of the commercial driving school. The applicant's name and permit number shall be written on the top of each test. Applicants must receive a score of 80% or higher to pass, i.e. no more than 5 questions can be missed. Upon passing a written test, the sticker for the written test completion must be applied to the TSEC. All written tests shall be administered at the commercial driving school facility.
4. An applicant may take the written test once at the commercial driving school. If an applicant fails the first written test they must retest at a DOL facility. Test results, pass or fail, will be logged on the 'Monthly Report For Written Testing'.

INSTRUCTOR EXAMINATION REQUIREMENTS

SHALL MEET ALL REQUIREMENT SET FORTH IN RCW 46.82 AND WAC 308-108

1. Commercial driving school employees selected to administer the written test must have a valid Washington State Driver Training Instructor's license.
2. The driving school approved as a testing school and any licensed instructors employed with the school must ensure that no other person uses their assigned school identifier number.
3. The individual driver training school license and tester approval are valid only for the school under which the application for driver training and pilot testing were made. The commercial driving schools shall notify the department in writing, within ten (10) working days of a licensed tester's change of driving status or their departure from employment with the organization. This would include employees working in the main office or branch offices.