

AUTHORIZED THIRD PARTY DRIVER LICENSE TRAINING PROVIDER COMPLIANCE PROGRAM

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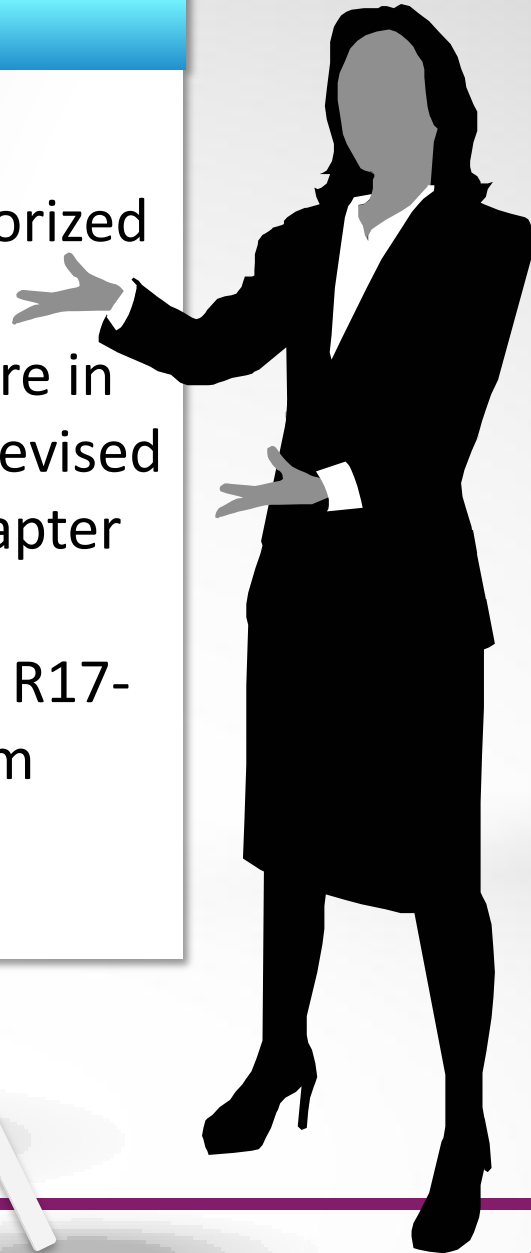
DLTP COMPLIANCE PROGRAM AGENDA

- Audit vs. Compliance
- Implementation
- Compliance Inspection Components
- Corrective Action overview
- Summary

GOALS

1. SAFE DRIVERS

2. To ensure that the Authorized Third Party Driver License Training Providers (DLTP) are in compliance with Arizona Revised Statutes (ARS) Title 28, Chapter 13 28-5101.02, Arizona Administrative Code (AAC) R17-7-201-705, DLTP Curriculum Standards and the DLTP Agreement.



Audit vs. Compliance

Audit: (Long term)

A systematic evaluation to determine if programs and related activities achieve planned expectations.

Audit is an aid to determining the correlations between documented procedures, activities and actual execution.

Compliance: (At a moment in time)

An assessment which identifies positive and negative conditions. An extensive physical examination of a facility and its equipment and observation of practices in order to collect information to determine compliance with the PDS program. Structured to initiate immediate corrective action, when it is required.

● IMPLEMENTATION



ACTIONS

- Setup appointments with Providers either by email, telephone or unannounced visits.
- DLTP Compliance Checklist / Motorcycle Safety Foundation Quality Assurance Visit form (QAV)
- Corrective action review and response
- Re-inspection (if applicable)
- Professional Driver Services internal controls
- Agreement Review

● COMPLIANCE INSPECTION COMPONENTS

Authorized Third Party Driver License Training Curriculum Standards
Classroom – sections 1-34, In-Car sections 1-11 (**Operator D/G Only**)
Motorcycle Safety Foundation Basic RiderCourse curriculum

Insurance

Records – Current Commercial General Liability requirements,
Automobile Liability Insurance, Workman's Compensation/ Waivers

Facility Operations/ Authorization/Certificate/Poster/ Business Hours

Includes certifications, posters, business hours displayed to the public,
classroom, advertisement, office, storage etc.

Records

The students, trainers and any additional pertinent records

Vehicle Records

Mainly maintenance/safety equipment/signage

Final evaluation Track/Routes

Motorcycles – Operator D/G – Special Performance Evaluation (SPE)



COMPLIANCE CORRECTIVE ACTION

Depends on the severity of the violation

Initial

The Provider will be given an opportunity to respond in writing to the corrective action letter within 10 days from the date letter is received by the Provider.

Secondary

The Provider will be given an 2nd opportunity to respond in writing to the corrective action letter within 5 days from the date letter is received by the Provider. At this point the Provider may be placed on administrative probation.

Final

The Provider may receive a Cease and Desist Order and possible suspension or termination of the agreement

● DLTP COMPLIANCE PROGRAM SUMMARY

- **Compliance** is an opportunity to strengthen our mutual agreement.
- **Compliance** will strengthen consumer confidence by ensuring that the driver training services you provide is monitored and authorized by the Motor Vehicle Division which would enhance your business credentials.
- **Finally**, it is to our mutual advantage to promote safe drivers and to contribute in the reduction of vehicle accidents in our State.

