AUTHORIZED THIRD PARTY DRIVER LICENSE TRAINING PROVIDER COMPLIANCE PROGRAM

NOVEMBER 6, 2014
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

• 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

<table>
<thead>
<tr>
<th>Component</th>
<th>Details</th>
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<tbody>
<tr>
<td>Authorized Third Party Driver License Training Curriculum Standards</td>
<td>Classroom – sections 1-34, In-Car sections 1-11 (<strong>Operator D/G Only</strong>)</td>
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<tr>
<td>Motorcycle Safety Foundation Basic RiderCourse curriculum</td>
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<tr>
<td><strong>Insurance</strong></td>
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<td>Records</td>
<td>Current Commercial General Liability requirements,</td>
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<td></td>
<td>Automobile Liability Insurance, Workman’s Compensation/ Waivers</td>
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<tr>
<td>Facility Operations/ Authorization/Certificate/Poster/ Business Hours</td>
<td>Includes certifications, posters, business hours displayed to the public,</td>
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<td>classroom, advertisement, office, storage etc.</td>
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<tr>
<td><strong>Records</strong></td>
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<tr>
<td>The students, trainers and any additional pertinent records</td>
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<tr>
<td><strong>Vehicle Records</strong></td>
<td></td>
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<tr>
<td>Mainly maintenance/safety equipment/signage</td>
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<tr>
<td><strong>Final evaluation Track/Routes</strong></td>
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<tr>
<td>Motorcycles – Operator D/G – Special Performance Evaluation (SPE)</td>
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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 2\textsuperscript{nd} 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.
• **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.