

Provider Name: _____ Inspection Date: _____
Authorization#: _____ Inspector Name: _____
Contact Name : _____ Phone Number: _____

1. Pre-Inspection Work:

- Review website for instructor vs. trainer verbiage along with outdated Advertisements Yes No
 - Reference(s):
 - Authorization agreement section 4.0
 - A.A.C. R17-7-101 (Definitions)
 - A.A.C. R17-7-704 (11)
 - Policy 17.1.6

- Review compliance report tracker spreadsheet to verify what activities the provider is authorized to perform: Classroom__ Skills__ Both__ Yes No
 - Reference(s):
 - Internal Process

- Verify Providers name in Datalink/Salesforce against the [Arizona Corporation Commission](#) to determine it is the same Yes No
 - Reference(s):
 - Internal Process

- Create student records list from TCC reports and send to company Yes No
 - Reference(s):
 - Internal Process
 - Confirm Insurance Coverage is not expired with Datalink/Salesforce:
 - General Liability Yes No
 - Workers Comp. or Independent Contract Waiver Yes No
 - Automobile Liability Yes No
 - Reference(s):
 - Authorization Agreement section 12.0

- Review company contact(s) and office personnel in Datalink/Salesforce Yes No
 - Reference(s):
 - A.A.C. R17-7-101 (Definitions)
 - A.A.C R17-7-204 (K)

- Review past inspection reports for prior findings, corrective action and resolutions Yes No
 - Reference(s):
 - Internal Process

- Vehicle age must not be more than 5 years. If the vehicle is more than 5 years old, a justification letter must be on file with the program Yes No
 - Reference(s):
 - Authorization Agreement section 8.6

- Yearly Safety/Functionality/Serviceability Inspections must be on file with the program Yes No
 - Reference(s):
 - Authorization Agreement section 8.3

Comments:

2. MANDATORY ELEMENTS OF A CLASS D/G FINAL EVALUATION:

Final Evaluation Route(s):

	<u>Route 1</u>	<u>Route 2</u>	<u>Route 3</u>
AT LEAST ONE TRAFFIC LIGHT	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
TWO TO THREE RIGHT TURNS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
TWO TO THREE LEFT TURNS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
STOP, YIELD, CAUTION, RAILROAD AND/OR OTHER SIGNS AS AVAILABLE	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
RESIDENTIAL, SCHOOL, BUSINESS AND HIGHWAY SPEED ZONES AS AVAILABLE	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
ONE TURN AT MAJOR INTERSECTION	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
ONE TURN AT MAJOR INTERSECTION	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
AT LEAST ONE LANE CHANGE	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

- Reference(s):
 - Authorization Agreement section 5.1
 - A.A.C. R17-7-204 (J)(2)
 - A.A.C. R17-7-204 (P)(5)
 - A.A.C. R17-7-704 (10)
 - Policy 16.2.5 (N)
 - Professional Standards Pg. 63

ROUTES: **Compliant** **Non-Compliant**

Comments:

3. Signage Requirements:

- Hours of operation should be posted and visible to the public Yes No
 - Reference(s):
 - Authorization Agreement section 3.2
 - Authorization Agreement section 15.3
 - A.A.C. R17-7-704 (4)

- Company and site Certificates posted and accessible Yes No
 - Reference(s):
 - Authorization Agreement section 2.1

- Trainer Certificates posted and accessible Yes No
 - Reference(s):
 - Authorization Agreement section 2.1
 - A.A.C. R17-7-204 (E)
 - Policy 17.1.1 (F)

- Title VI poster is displayed and visible to public Yes No
 - Reference(s):
 - Authorization Agreement section 14.12 (B)(2)

- Third Party Authorization poster visible to public Yes No
 - Reference(s):
 - A.A.C. R17-7-204 (L)

- Title II ADA (Auxiliary Aid) poster is displayed and visible to the public Yes No
 - Reference(s):
 - Authorization Agreement section 14.3 (B)(10)

- Complaint process/form is posted and visible to the public Yes No
 - Reference(s):
 - Authorization Agreement section 3.7

Comments:

4. Vehicle Records/Inspection

- Regular Maintenance Records Yes No
 - Reference(s):
 - Authorization Agreement section 8.4
 - A.A.C. R17-7-704 (6)(c)

Comments:

5. Office Requirements

- Is the facility safe/adequate in size Yes No
 - Reference(s):
 - A.A.C. R17-7-204 (H)

- Are documents securely maintained and stored Yes No
 - Reference(s):
 - Authorization Agreement section 7.2.1
 - Authorization Agreement section 10.4

- Safety features available (overhead sprinklers, fire extinguisher, alarm system) Yes No
 - Reference(s):
 - A.A.C. R17-7-704 (3)

Comments:

6. Facility Operations:

- Authorization Agreement is readily available and signed Yes No
 - Reference(s):
 - A.A.C. R17-7-203 (A)
 - A.A.C. R17-7-204 (C)(3)

- Office Personnel who have access to personal protected information must be certified (schools were notified of this requirement July 2018) Yes No
 - Reference(s):
 - Authorization Agreement section 3.2
 - Authorization Agreement section 10.3
 - A.A.C. R17-7-101 (Definitions)

- Classroom training must be offered at least once per calendar month at each training and instruction site Yes No
 - Reference(s):
 - Authorization Agreement section 3.4

- Does the company inform and formally train all officers, principals, employees and contractors on Title VI Yes No
 - Reference(s):
 - Authorization Agreement section 14.12 (B.5)

- Examiner file is kept for a minimum of one year after the examiners last day of work and includes the individuals dates of employment Yes No
 - Reference(s):
 - A.A.C. R17-7-204 (F)

Comments:

7. Classroom Inspection

- Is Classroom safe and adequate in size Yes No
 - Reference(s):
 - A.A.C. R17-7-204 (H)

- Adequate facilities for students – bathrooms, break area, parking, etc. Yes No
 - Reference(s):
 - A.A.C. R17-7-704 (5)

- Classroom is conducive to learning Yes No
 - Reference(s):
 - A.A.C. R17-7-204 (H)
 - Authorization Agreement section 3.4

- Instructor uses DLTP approved curriculum Yes No
 - Reference(s):
 - A.A.C. R17-7-702 (1)(a)

- Fire extinguisher or other safety features available Yes No
 - Reference(s):
 - A.A.C. R17-7-204 (H)
 - A.A.C. R17-7-704 (3)

- If provided, is training equipment in good working order Yes No
 - Reference(s):
 - A.A.C. R17-7-704 (5)
 - Authorization agreement section 3.4

Comments:

8. Student Records:

- Name, address, contract number and terms of payment with respect to every person receiving instruction of any kind and a record of all receipts and disbursements Yes No
 - Reference(s):
 - Authorization Agreement section 7.1
 - A.A.C. R17-7-704 (6)(a)(b)

- Date, type and duration of all lessons including the name of the trainer and the License plate number, make and model of the vehicle used Yes No
 - Reference(s):
 - Authorization Agreement section 7.1
 - A.A.C. R17-7-704 (6)(a)

- Student Name, Date of Birth, Address, and License Class included in student record Yes No
 - Reference(s):
 - Authorization Agreement section 7.2 (a)(b)(c)(d)

- Name or type of driver training course, Failed Attempts and dates, and Course Completion Date included in student record Yes No
 - Reference(s):
 - Authorization Agreement section 7.2 (e)(f)(g)

- Three years' worth of Record Retention Yes No
 - Reference(s):
 - Authorization Agreement section 7.3
 - Policy 17.1.1 (H)

- Copy of signed Training Completion Certificate/MSF card and/or inventory number in student record Yes No
 - Reference(s):
 - Authorization Agreement section 7.4
 - A.A.C. R17-7-204 (C)

- Verify Hours of Training in the student record(30hr Classroom/10hrs BTW skills) Yes No
 - Reference(s):
 - Authorization Agreement section 7.4

Comments:

9. Curriculum Standards

- Curriculum has no unauthorized changes Yes No
 - Reference:
 - Authorization Agreement 13.2
 - A.A.C. R17-7-702 (1)(a)

Comments:

10. Behind-The-Wheel Parking Maneuvers

PARALLEL PARKING:

- Rectangular area (8 ft. x 27 ft.) Yes No
 - Reference(s):
 - Policy 16.2.4 (H)(2)
 - Professional Standards Pgs. 47-50

- One pylon at each of the four corners Yes No
 - Reference(s):
 - Policy 16.2.4 (H)(3)
 - Professional Standards Pgs. 47-50

THREE-POINT TURN:

- Rectangular area (72 ft. x 56 ft.) Yes No
 - Reference(s):
 - Policy 16.2.4 (J)(2)
 - Professional Standards Pgs. 51-54

- Recommended: One pylon at front of first stopping point Yes No
 - Reference(s):
 - Item of Concern

- Recommended: First stopping point depth is 21 ft. Yes No
 - Reference(s):
 - Item of Concern

- Recommended: One pylon at rear of second stopping point Yes No
 - Reference(s):
 - Item of Concern

GENERAL OBSERVATIONS:

- Location of skills test site used had been approved by the department Yes No
 - Reference(s):
 - A.A.C. R17-7-101

- Evaluation track secure from other traffic Yes No
 - Reference(s):
 - A.A.C. R17-7-101

- Recommended: Pylons tall enough for driver (applicant) to see Yes No
 - Reference(s):
 - Item of Concern

EVALUATION TRACK MEETS COMPLIANCE Yes No

Comments: