

Texas Commercial Driver License Third-Party Testing Provider Agreement

Section 1. Parties

This Agreement is made between the Department of Public Safety of the State of Texas (DPS) and the Commercial Driver License (CDL) Authorized Organization (AO). This agreement authorizes the named AO to administer Commercial Driver License knowledge and skills tests to Texas drivers and skills tests to out of state drivers on behalf of the state of Texas.

Section 2. Purpose

The purpose of this agreement is to explain the requirements for conducting Commercial Driver License knowledge and skills tests as a third-party tester and to provide the authority to named AO to administer the tests. The AO must use third-party Examiners certified by the Department.

Section 3. Definitions

- 3.1 Authorized Organization (AO). An entity that has entered into this Memorandum of Understanding with the Department to administer the knowledge or driving skills test or both for a commercial driver license on the Department's behalf. This is equivalent to a third-party tester in accordance with 49 Code of Federal Regulations (CFR) § 383.5.
- 3.2 AO Employee. A person hired by an AO and whose employment has been verified by the Department with the human resources officer of the AO.
- 3.3 Activity Report. The monthly report required to be delivered by the 10th day of the month. The Department will provide a template to each AO to use when submitting its information. The report must include the following information:
 - a. Examiner's Name;
 - b. Examiner's Number;
 - c. Examiner's CDL Class;
 - d. Number of Tests Passed; and
 - e. Number of Tests Failed.
- 3.4 Applicant. An individual who intends to apply for a Commercial Driver License (Class A, B, or C) and is required to pass the applicable CDL knowledge and skills tests.
- 3.5 BTW. Behind the Wheel.
- 3.6 CDL. Commercial Driver License.
- 3.7 Certification. Authorization granted by the Department to an AO and AO employees for the administration of CDL knowledge and skill tests.

- 3.8 Commercial Motor Vehicle (CMV). A motor vehicle or combination of motor vehicles used to transport passengers or property that: (a) has a gross combination weight rating of 26,001 lbs. or more, including a towed unit with a gross vehicle weight rating of more than 10,000 pounds; (b) has a gross vehicle weight rating of 26,001 lbs. or more; (c) is designed to transport 16 or more passengers, including the driver; or (d) is transporting hazardous materials required to be placarded under 49 CFR Part 172, Subpart F.
- 3.9 Commercial Skills Test Information Management System (CSTIMS). Internet-based tool that provides jurisdictions and third-party examiners a consistent way to track the scheduling and entry of test results for commercial driving skills tests. CSTIMS enforces jurisdiction-defined rules to manage commercial drivers license (CDL) skills testing. CSTIMS alerts authorized users when business rules have been violated and provides reports to detect patterns of potential fraud.
- 3.10 Confidential Information. Information that is proprietary, privileged, confidential, covert law enforcement, or in any other way non-public information.
- 3.11 Department or DPS. The Department of Public Safety of the State of Texas.
- 3.12 Designated Responsible Person. Person selected by an AO to supervise Examiners and is responsible for all records and submission of reports.
- 3.13 Domicile. The place where a person has their true, fixed, and permanent home or principal residence and to which the person intends to return whenever absent.
- 3.14 DOT Physical. A physical that meets definition of 49 CFR § 391.41 and §391.43.
- 3.15 Entry-Level Driver Training. Defined by 49 CFR § 380.502.
- 3.16 Examiner. An individual certified by the Department to conduct a CDL test. This is equivalent to the third-party skills test examiner in accordance with 49 CFR § 383.5. Federal regulation guidance includes the ability of a third-party skills test examiner to conduct knowledge tests.
- 3.17 FMCSA. Federal Motor Carrier Safety Administration.
- 3.18 FMCSR. Federal Motor Carrier Safety Regulation.
- 3.19 Governmental Entity. A Governmental Entity, for purposes of this Agreement, is a local government or political subdivision. It includes an independent school district, a regional education service center, university, or junior college.
- 3.20 Gross Combination Vehicle Weight Rating (GCWR). Defined by 49 CFR § 383.5.
- 3.21 Gross Vehicle Weight Rating (GVWR). Defined by 49 CFR § 383.5.
- 3.22 Instant Random Sampling. Where a select single Applicant or group of Applicants:
- i. Is/are currently at the AO location;
 - ii. Has/have completed a skills test within the current business day;
 - iii. Is/are selected entirely by chance; and
 - iv. Has/have an equal opportunity of being selected for re-examination.

- 3.23 Knowledge Test. Defined by Texas Administrative Code, Title 37, Part 1, Chapter 16, Subchapter B, Rule § 16.31 Third Party Skills Testing Program, as amended.
- 3.24 MVR. Official Motor Vehicle Record obtained from the Department.
- 3.25 Out-of-State. A person or AO who is not domiciled in Texas.
- 3.26 Random Sampling. Where a select single Applicant or group of Applicants:
- i. Has/have completed the knowledge and skills test.
 - ii. Is/are chosen entirely by chance; and
 - iii. Has/have an equal chance of being selected for re-examination.
- 3.27 Skills Testing Pad. A 35' x 240' Flat, well-maintained pad located in a safe location, clearly painted or marked with safety cones, free of debris, other vehicles, and segregated from the general public or traffic when use for skills testing.
- 3.28 SPE. Skills Performance Evaluation.
- 3.29 State. The State of Texas.
- 3.30 Substandard Test. Any part or parts of the Commercial Driver License knowledge or skills tests not administered in accordance with standards, guidelines, or policies established by the Federal Motor Carrier Safety Regulation, the Department, Texas Transportation Code § 522.023, and 37 Texas Administrative Code § 16.31.

Section 4. General Provisions

- 4.1 The Federal Motor Carrier Safety Administration (FMCSA) is the lead federal agency responsible for regulating commercial driver license programs and providing safety oversight of commercial licensing. In accordance with the Federal Commercial Motor Vehicle Safety Act, Texas implemented this program and all regulations in accordance with 49 CFR 383.75, 49 CFR 384.228 and 49 CFR 384.229 as they apply to third party programs and examiners and are enforced through this MOU.
- 4.2 The Department reserves the right to change the program rules, regulations, or policies or even cancel this program in its entirety at any time without prior notice. Notification of changes will be sent to the AO's Designated Responsible Person.
- 4.3 The failure to adhere to applicable Department and FMCSA rules, regulations, or policies specific to CDL requirements can result in the AO (1) being removed from the third-party testing program, (2) being suspended from CDL testing privileges, or (3) being required to ensure an Applicant administered a CDL test by the AO is retested at a driver license office.
- 4.4 An AO under this Agreement is prohibited from hiring any Department Driver License Division Employees as an agent, Examiner, or AO Employee for 365 days from the Employee's date of separation from the Department, unless the Employee has officially retired from State service, or the Department has granted a waiver. Certification may not be assigned. No individual or entity may sell, assign, barter, or trade an AO or Examiner certification issued by the Department.

Section 5. Qualifications and Requirements

In order to receive and maintain Certification and become an authorized organization to administer CDL testing, an AO must meet the following conditions.

5.1 AO Application for All Entities

- 5.1.1 Make application to, and if approved, enter into this agreement with the Department.
- 5.1.2 Maintain at least one permanent, regularly occupied structure in Texas with a permanent Texas physical address.
- 5.1.3 Own or lease, in the name of the driver training school or school owner, at least one Class A or B (Group) CMV that requires a CDL and is specific to the type of skills test being administered. Regional Education Service Centers that do not own or lease at least one Class A or B (Group) CMV and that are serving as an AO for a School District must present to the Department an agreement between the Regional Education Service Center and the School District certifying that the School District owns or leases at least one Class A or B (Group) CMV and the Regional Education Service Center has authorization to use the vehicle(s) for skills testing.
- 5.1.4 Vehicles used for skills testing must have a current registration and safety inspection.
- 5.1.5 Conduct at least ten complete CDL skills tests per calendar year, with the calendar year beginning every January 1. A complete CDL skills test includes the pre-trip, basic skills control, and road trip. For those Examiners who completed their CCE course training during the latter part of the year and are unable to conduct ten complete CDL skills tests in that calendar year, the Department considers this requirement met since a State examiner observed the successful administration of at least one skills test during the CCE course training. Starting the following calendar year, the Examiner must conduct the ten complete CDL skills tests.
- 5.1.6 AO must have been in continual operations for 365 days immediately preceding the date of application to become an AO.
- 5.1.7 An existing AO business may be purchased for continued operation by a new organization; however, the new owner or lessor is required to apply as an original AO Applicant. Any existing or previous violation(s) cited by the Department at the physical location will be transferred to the new owner or lessor.
- 5.1.8 Must ensure an Examiner's Certification is submitted for each person in their employment who will be conducting knowledge or skills tests or both.
- 5.1.9 Employ at least one Examiner who has been certified after meeting the qualification requirements of the Department.
- 5.1.10 Conduct State and federal nationwide criminal background checks at the AO's cost for each of its Examiners and require additional checks as needed for cause.
- 5.1.11 Conduct all portions of the CDL test in Texas.

- 5.1.12 Maintain a basic control skills course in Texas and road test route that meets the requirements outlined in the CDL Skills Testing Manual. Skills Testing Pads must be approved by the Department. Road tests routes must be no less than thirty minutes to complete. The secondary route must not mirror the primary route. An AO can share another AO's Skills Testing Pad as long as there is a formal written agreement between the two companies that can be provided to the Department at the time of the inspection. This formal written agreement must clearly indicate a schedule of when the Skills Testing Pad will be used by each AO. The Department must approve basic control skills course(s) and CDL road test route(s) before a CDL skills test can be administered by an AO. The Department must approve any changes or modifications before a test is administered using the change or modification. Road test routes must be approved by the Department and a copy of the route(s) must be on file at each testing location.
- 5.1.13 Examiners and the Designated Responsible Person (DRP) are required to attend periodic training sessions when notified by the Department.
- 5.1.14 The CDL tests being administered by the AO must be the same as that administered by the Department.
- 5.1.15 Maintain a valid and operational telephone number for contact by the Department as needed.
- 5.1.16 Maintain the hours of operation on file with the Department.
- 5.1.17 Maintain a surety bond in the amount of \$25,000 for each Examiner employed and provide evidence of meeting this requirement to the Department. The company issuing the surety bond must be authorized to conduct business in Texas.
- 5.1.18 Maintain at least the minimum amount of insurance coverage required under Texas Transportation Code § 601.072 and provide evidence of meeting this requirement to the Department. The insurance company must be authorized to conduct business in Texas.
- 5.1.19 Through advertising or by any other method, the AO may not indicate that the AO can issue a CDL, imply that the AO can influence the Department in the issuance of a CDL, or imply that the AO can obtain preferential treatment from the Department.
- 5.1.20 An AO may not use any Department or state seal or insignia or an insignia or design that is deceptively similar to such a seal in any advertising or promotional materials.
- 5.1.21 An AO that is certified by the Department may, in their advertising, state that they are "certified," but will not indicate that the AO is approved, sanctioned, or in any way endorsed by the Department and will not use any other name besides the name on its application for certification, nor will the AO use "state" in any part of its name unless it is a government entity with the right to that name.

AO must defend, indemnify, and hold harmless the State of Texas and the Department, and their officers, agents, employees, representatives, contractors, assignees, or designees from

any and all liability, actions, claims, demands, or suits, and all related costs, attorney fees, and expenses arising out of, or resulting from any acts or omissions of AO or its agents, employees, or subcontractors in the execution or performance of this Agreement. The defense must be coordinated by AO with the office of the Texas Attorney General (OAG) when Texas state agencies are named defendants in any lawsuit and AO may not agree to any settlement without first obtaining the concurrence from OAG. AOs and the Department agree to furnish timely written notice to each other of any such claim.

5.2 Additional Information for Governmental Entities Applying to Become an AO

- 5.2.1 The insurance and indemnification clauses in Section 5.1 do not apply to a Governmental Entity.
- 5.2.2 An Independent School District (ISD) not certified to administer CDL testing is permitted to enter into an agreement with another ISD or Regional Education Service Center that has been authorized by the Department to administer CDL testing for the purposes of administering the CDL tests to Employees of the non-certified school district.
- 5.2.3 The 20 Regional Education Service Centers may enter into an agreement with the Department to administer the CDL test to Independent School District Employees in their service area. A Regional Education Service Center that is not certified to administer CDL testing is permitted to enter into an agreement with another Regional Education Service Center or ISD that has been authorized by the Department to administer CDL testing for the purposes of administering the CDL test to the Employees of the non-certified Regional Education Service Center.
- 5.2.4 An ISD that is not certified to administer CDL testing is permitted to enter into an agreement with a Regional Education Service Center that has been authorized by the Department to administer CDL testing for the purposes of administering tests to Employees of the non-certified ISD.
- 5.2.5 A Governmental Entity not certified to administer CDL testing is permitted to enter into an agreement with another governmental entity that has been authorized by the Department to administer CDL testing for the purposes of administering the CDL tests to Employees of the non-certified government entity.
- 5.2.6 A Governmental Entity not certified to administer CDL testing is NOT permitted to enter into an agreement with an ISD or Regional Education Service Center that has been authorized by the Department to administer CDL testing for the purposes of administering the CDL tests to Employees of the non-certified government entity.
- 5.2.7 An ISD or Regional Education Service Center that has been authorized by the Department to administer CDL testing is NOT permitted to enter into an agreement with a governmental entity for the purposes of administering the CDL tests to Employees of the non-certified government entity.

5.3 Denial of Application

The Department will deny an original application or an application for renewal:

- 5.3.1 of any entity that submits a fraudulent application;

- 5.3.2 any entity that owes a debt or delinquency to the State of Texas;
- 5.3.3 of any entity that does not include an application for a Designated Responsible Person (DRP) at the time of original application;
- 5.3.4 when the AO Applicant's physical location does not meet applicable Texas Accessibility Standards;
- 5.3.5 when the physical address is not recognized by the U.S. Postal Service; or
- 5.3.6 any violation of this Agreement.

5.4 Designated Responsible Person Requirements

In order to be certified as an AO, the AO must employ a Designated Responsible Person who will comply with the requirements listed in this section.

- 5.4.1 The AO must provide evidence, satisfactory to the Department, that the Designated Responsible Person selected by the AO meets the requirements in Section 5.5. (Testing Examiner Requirements).
- 5.4.2 May or may not be an Examiner.
- 5.4.3 Ensure AO agreements, Examiner documentation, and AO updates are sent to the Department's Third Party Issuance Section, as required. The Department will place all companies on a four-year renewal cycle for these requirements.
- 5.4.4 Must make available a monthly CDL test Activity Report to the Department's Third Party Issuance Section no later than the 10th day of each month. For example, a report for January 2021 is due to the Third Party Issuance Section no later than February 10, 2021. Reports are required even if no tests were administered.
- 5.4.5 Be accountable for the maintenance and security of all driver files.
- 5.4.6 Notify the Department's Third Party Issuance Section in writing within 24 hours of the AO identifying or being made aware that an Examiner has been arrested, charged, or convicted of a crime or has any cancellation, suspension, or revocation of their driving privilege.
- 5.4.7 Ensure only Examiners certified by the Department are permitted to administer CDL tests and that those tests are administered in accordance with FMCSA and Department guidelines.
- 5.4.8 Inform Examiners of any changes regarding CDL test administration or paperwork requirements as directed by the Department.
- 5.4.9 Notify the Department's Third Party Issuance Section in writing (within ten business days) of any changes in status of an Examiner, Designated Responsible Person, or AO, including any:
 - 5.4.9.1 terminations (if an Examiner is no longer employed, a completed form CDL-19 is required);
 - 5.4.9.2 withdrawals from the program;
 - 5.4.9.3 email address changes;
 - 5.4.9.4 relocations; or

5.4.9.5 mailing address changes.

- 5.4.10 Use and obtain the correct required reports and score sheets from the Department.
- 5.4.11 Must attend all advance Training courses, workshops, seminars, and other instructional meetings, as required by the Department.

5.5 Testing Examiner Requirements

Only a Department approved AO may submit an application for an Examiner.

- 5.5.1 The AO must provide evidence, satisfactory to the Department, that the Examiner selected by the AO, meets the requirements in this section.
- 5.5.2 Must be Domiciled in Texas. Exceptions are permitted for current and active duty military personnel and their spouses or dependents seeking CDL Examiner status, provided they can prove their required permanent change of station documents. These Examiners will have Out-Of-State driver licenses and must provide the Department with a certified driver record from their "State of record". The Department reserves the right to require additional record checks should the Department determine it has probable cause or deems it necessary during their participation in the program.
- 5.5.3 Examiners must be fingerprinted and a nationwide criminal background check must be performed as required in FMCSR, 49 CFR § 384.228(g) and (h), paid for by the AO. Criteria for not passing the criminal background check includes the following.
 - 5.5.3.1 Any felony conviction within the last ten years.
 - 5.5.3.2 Any conviction involving fraudulent activities.
 - 5.5.3.3 An entering of an order of deferred adjudication for a felony, until five years after court supervision ceased and the case was dismissed.
 - 5.5.3.4 A conviction of an offense for driving while intoxicated, or for refusing or failing a blood/breath test during the five year period immediately prior to the date of application.
 - 5.5.3.5 Any driver license cancellation, suspension, or revocation of driving privileges connected to a moving violation for three years prior to applying to become an Examiner and must not have any thereafter.
- 5.5.4 When an Examiner's record shows any of the following, additional information will be secured from the Examiner or other sources and an individual evaluation will be made of the Examiner's suitability.
 - 5.5.4.1 An arrest or indictment without conviction for a felony offense. If recent, the Examiner will generally be disqualified unless there are strong extenuating circumstances such as a mistake having been made, withdrawal of charges by arresting agency, etc.
 - 5.5.4.2 An arrest without conviction for driving while intoxicated. If recent, the Examiner will generally be disqualified unless there are strong extenuating circumstances.

- 5.5.4.3 A pattern of a high number of entries of crashes and moving violation convictions, meaning at least two per year, in the Examiner's traffic record over any three-year period as determined by the Department, but who has not been suspended during the three-year period.
- 5.5.4.4 Consider recency of last accident as well as total number.
- 5.5.4.5 Consider cases in which Examiner was charged or in which other driver was not charged.
- 5.5.4.6 Consider conditions and circumstances including occupation – amount of exposure to crashes and moving violation convictions.
- 5.5.4.7 An arrest or conviction for a Class A or B misdemeanor.
- 5.5.4.8 Consider recency.
- 5.5.4.9 Consider nature of offense and/or conditions.

- 5.5.4 The Examiner must submit a completed Examiner application to the Department's Third Party Issuance Section for review and approval. A completed renewal application is required every four years.
- 5.5.5 Be certified and licensed by the Department within 90 days after completing the Department's Examiner certification to administer knowledge or skills test or both for the issuance of a Texas CDL.
- 5.5.6 An Examiner may only be employed by one AO at a time.
- 5.5.7 Must attend and successfully complete any Skills Performance Evaluations (SPE), advance Training courses, workshops, seminars, and other instructional meetings, as required by the Department.
- 5.5.8 Maintain a copy of their valid DOT Physical (if applicable) and CDL in the AO files.
- 5.5.9 Companies must enroll each Examiner who administers CDL tests into the Driver Record Monitoring (DRM) program for the monitoring of any adverse activity on the Examiner's driver record.
- 5.5.10 Must be at least 21 years of age and hold a valid Texas CDL with the classification and endorsements required for operation of the CMV used in the skills tests conducted by the Examiner.

Section 6. Department Requirements

6.1 AO Certification

- 6.1.1 An application for AO certification must be filed with the Department on a form prescribed by the Department.
- 6.1.2 The Department will evaluate the written application submitted by the AO, and if satisfactory, schedule an on-site inspection of the AO's physical location.
- 6.1.3 The AO must allow the Department or FMCSA to inspect and audit its operations, facilities, and records as they relate to its Third-Party Testing program, for the purpose of determining whether the AO is qualified to be certified to administer CDL tests.

- 6.1.4 A Certification will be issued to an AO meeting all the requirements in this Memorandum of Understanding and enters into an agreement with the Department to operate an approved testing program to administer tests to CDL Applicants.
- 6.1.5 Agreement and certificate issued by the Department allowing an AO to operate under the Third-Party CDL Skills Testing Program must remain on file at the physical location of the AO.
- 6.1.6 Agreements to administer Third-Party Skills Testing programs, including third-party tester certificates, are non-assignable.
- 6.1.7 Each agreement and certificate will become effective on the date of issuance and will expire four years from the effective date, unless otherwise cancelled or revoked.
- 6.1.8 All renewal application forms must be filed with the Department not less than 60 days prior to the time the certificate or agreement expires. The Department is not responsible for the timely issuance of any renewal certificate when the application is not received within the necessary timeframe.
- 6.1.9 Any AO may relinquish its certificate and agreement upon 30 days written notice to the Department.

6.2 Examiner Certification

- 6.2.1 An Examiner certification will be provided to the AO on behalf of the Examiner of the AO who has made application and demonstrated that the Examiner has completed all necessary Training as determined by the Department.
- 6.2.2 The certificate issued by the Department allowing an Examiner to operate under the Third-Party CDL Skills Testing program must remain on file at the physical location of the AO.
- 6.2.3 The Examiner's certificate must be surrendered to the Department within 30 days, when he or she leaves the employ of the AO, when the Examiner is no longer assigned skills tests or knowledge tests , or when the certification has been cancelled.
- 6.2.4 Examiner certificates are not-re-assignable.
- 6.2.5 Each agreement and certificate will become effective on the date of issuance and will expire four years from the effective date, unless otherwise cancelled or revoked.
- 6.2.6 All renewal application forms must be filed with the Department not less than 60 days prior to the time the certificate or agreement expires. The Department is not responsible for the timely issuance of any renewal certificate when the application is not received within the necessary timeframe.
- 6.2.7 The AO must apply for Examiner certification on behalf of persons in their employ or to be employed on a form prescribed by the Department.
- 6.2.8 The Department will evaluate the written application and background check, submitted on behalf of the Examiner, including the individual's driver record. If satisfactory, the Examiner will be permitted to complete the Examiner Training. Training may be waived if the Examiner is

seeking another certificate only because the Examiner has changed AOs.

- 6.2.9 Upon successful application, Training, and evaluation, an Examiner certificate will be issued evidencing a third-party Examiner's authority to conduct CDL tests for the classes and types of vehicles listed.
- 6.2.10 Evaluation will consist of successful completion of the 40 hour Certified Commercial Examiner (CCE) Training, three CDL skills testing observations, and three CDL skills testing check-rides. Co-scoring must be within five points of each other. Evaluation may also consist of successful completion of the 40 hour Certified Commercial Knowledge Examiner (CCKE) Training.
- 6.2.11 Successfully complete the Department's refresher course and Examiner recertification every four years and conduct ten complete skills tests per year to maintain their CDL Examiner certification. A complete test is defined as the Pre-Trip, Basic Control and Skills test. The ten tests for each type of test does not have to be the same Applicant.
- 6.2.12 Successfully complete the Department's CCKE refresher course and Examiner recertification every four years to maintain CCKE certification.
- 6.2.13 Failure to maintain uninterrupted employment with the AO may result in the suspension of testing privileges and may result in the re-examination of any Applicant tested by the Examiner.

6.3 Third-Party Testing Oversight

- 6.3.1 Inspections and audits will include, at a minimum, an examination of:
 - 6.3.1.1 records relating to the third-party testing program;
 - 6.3.1.2 evidence of compliance with Federal Motor Carrier Safety Regulations;
 - 6.3.1.3 testing procedures, practices and operations;
 - 6.3.1.4 vehicles used for testing;
 - 6.3.1.5 qualifications of third-party Examiners, including examiner training records; and
 - 6.3.1.6 a testing program by testing a sample of drivers.
- 6.3.2 Allow representatives from the FMCSA or the Department to conduct both announced and unannounced audits without prior notice, including co-scoring along with the Examiner during testing to compare pass/fail results.
- 6.3.3 Upon request by the Department, provide copies of any applicable records required to be maintained. All records, documents, reports, and files required under this program must be kept in the State of Texas at a designated location identified in the AO's third-party application, as well as in the Designated Responsible Person's file, and available during normal working hours.
- 6.3.4 Upon request, provide representatives of FMCSA or the Department with copies of all records required to be maintained in reference to this program.
- 6.3.5 These records must be maintained for the life of the MOU and three years after the MOU ends at the licensed location where the testing took place, and must include:
 - 6.3.5.1 The name and address of each AO Employee certified by the Department.

6.3.5.2 The name and address of each Applicant or student that was administered a CDL test.

- 6.3.6 Allow representatives from FMCSA or the Department to conduct Instant Random Sampling, Random Sampling, or retest any Applicant administered a CDL test by its Examiners.
- 6.3.7 Allow representatives from FMCSA and/or the Department to observe all portions of an Applicant's CDL skills test, including the engine start and the road test being administered. This may require the representative to be present inside the vehicle.
- 6.3.8 Allow representatives from FMCSA and/or the Department to co-score along with the examiners during the CDL skills tests to compare pass/fail results.
- 6.3.9 Allow the Department to conduct on-site inspections at least every two years, with a focus on examiners with irregular results, such as unusually high or low pass/fail rates.
- 6.3.10 Allow State employees to covertly take the tests administered by the third party as if the State employee were a test applicant.

Section 7. Knowledge and Skill Testing Applicants

7.1 Eligibility Requirements

- 7.1.1 Meet all applicable FMCSA and Department requirements.
- 7.1.2 Qualify under the provisions of FMCSR (49 CFR Parts 383 and 391) to operate a CMV.
- 7.1.3 Be 18 years of age or older to move (intrastate) cargo originating and delivered within the boundaries of Texas or 21 years of age or older to move (interstate) cargo over state lines governed by Texas regulations.
- 7.1.4 Have good vision as determined by visual screening under 49 CFR § 391.41(b)(10).
- 7.1.5 Successfully pass applicable knowledge test.
- 7.1.6 Possess a valid driver's license.
- 7.1.7 Possess a valid commercial learner's permit (issued 15 or more days prior to the day test is administered).
- 7.1.8 Entry Level Driver Training (ELDT) training must be verified electronically prior to administering the CDL Skills Test for first time CDL applicants, upgrades in class and the addition of certain endorsements. Those excepted from this requirement are:
 - 7.1.8.1 Individuals applying for a restricted CDL in farm- related service industries such as agrochemical businesses, customer harvesters, farm retail outlets/suppliers, or livestock feeders, per 49 CFR § 383.3(f)
 - 7.1.8.2 Individuals operating 'covered farm vehicles' per 49 CFR § 383.3(h)
 - 7.1.8.3 Military personnel eligible under 49 CFR § 383.77 to utilize military CMV experience to waive the knowledge and skills test requirement applying.

7.2 Supporting Documentation for Skills Testing

AOs must maintain a separate driver file for each Applicant administered a CDL skills test. Driver

files will be kept for three years from the date the test was administered; three years after the driver leaves employment; or three years after the AO is withdrawn from the CDL third-party Skills Testing program, whichever is greater. At a minimum, driver files will include the following documents for each Applicant (copies must be legible and may be stored electronically).

- 7.2.1 Copy of Driver License reflecting the Applicant's current address.
- 7.2.2 Copy of Commercial Learner Permit (CLP) or Commercial License.
- 7.2.3 Three-year driver record (cannot be more than 30 days old on the day skills test is administered).
- 7.2.4 All original CDL-41 CDL Score Sheets if an Applicant did not pass the skills test or failed to return.
- 7.2.5 Original CDL-41 CDL Score Sheets if an Applicant passed the skills test.

7.3 Supporting Documentation for Knowledge Testing

7.3.1. Grants any certified AO to administer the CDL Knowledge tests to their students or employees to receive a Commercial Learner Permit (CLP) or add an endorsement(s) to their CDL.

- 7.3.1 Eligibility Requirements
- 7.3.2 Meet all applicable FMCSA and Department requirements.
- 7.3.3 Must have a valid Texas DL or CDL.
- 7.3.4 Must be at least 18 years old.
- 7.3.5 Must be a current student or employee of the CDL TPST AO.

7.3.2. Required Documentation

- 7.3.2.1. Proof of legal status.
- 7.3.2.2. Valid Texas DL or CDL with photo or a valid temporary license.
- 7.3.2.3. Social Security card.

7.3.3. Knowledge Testing Process

- 7.3.3.1. The AO will contact Third Party Issuance by email at CDL_TPSTProgram@dps.texas.gov, to request to participate in administering CDL knowledge tests.
- 7.3.3.2. The AO Examiner must complete any required training to conduct knowledge tests if the training has not already been completed.
- 7.3.3.3. Once approved to conduct knowledge testing, the AO will be assigned a user ID to the Department's online knowledge testing application.
- 7.3.3.4. The AO will enter the required documentation listed in Section 7.3.2 in the online knowledge testing application.
- 7.3.3.5. The Department will provide access to an online application for the specific tests to be completed. Alternatively, the Department may provide a printed or emailed packet of forms, as necessary, and a point of contact will be provided to receive and return the completed packet.
- 7.3.3.6. The AO will work with their student/employee to complete the required forms, and administer the tests provided.
- 7.3.3.7. Once all tests are completed, the student/employee must return to the local driver license office to complete the transaction and pay the required fee for their commercial learner permit (CLP) or commercial driver license (CDL). Tests will expire 90 days from the application date in the driver license office or date the test is completed, whichever comes first.
- 7.3.3.8. If knowledge testing is not completed online, the completed packet must be returned to the Department in a sealed envelope.

- 7.3.3.9 The Department will provide a temporary permit to the student/employee until the physical card is received in the mail.

Section 8. CDL Test Administration

- 8.1 AOs must verify the Examiner's certificate is valid prior to allowing them to administer a CDL skills test. Any test completed when the Examiner's certificate is not valid, regardless of the reason, is subject to retesting.
- 8.2 An Examiner may not administer a CDL test until trained in accordance with 49 CFR § 383.75 and certified by the Department.
- 8.3 An Examiner may not charge or receive any compensation (other than normal salary or overtime pay) from the AO or Applicant for the administration of a CDL test. Example: money, gifts, lunches, favors, goods or services, trades, or any item of value.
- 8.4 An Examiner may not administer CDL tests for family members or relatives. Examiners must never perform transactions for themselves or for their families. Additionally, an Examiner must never perform a transaction for someone who resides in the Examiner's home. Upon request, the Department will determine whether testing a specific Applicant violates this requirement.
- 8.5 An Examiner may not assist an Applicant in a manner that provides an unfair advantage in passing the CDL tests, such as giving answers to a written test, hints or excessive probing during the vehicle pre-trip inspection, stopping the vehicle before it hits a boundary during the basic control skills, or Training on the approved road test route.
- 8.6 An Examiner must administer the same CDL test that the Department's Examiners administer in accordance with provisions of law and guidelines established by FMCSA, the Department, and the CDL Examiner Manual.
- 8.7 An Examiner must hold the appropriate Class CDL with applicable endorsements and can only administer CDL skills test for a Class of license that is equal to or below what was certified by the Department. The AO is responsible for ensuring the Examiner's CDL is valid and unexpired when tests are administered. A downgraded CDL is not considered valid.
- 8.8 An Examiner must conduct the CDL skills tests in the appropriate group/class or "representative vehicle" the driver is currently permitted for and intends to operate.
- 8.9 Prior to testing, an Examiner must inspect the vehicle to verify it meets all motor carrier safety regulations and is otherwise safe to operate.
- 8.10 The Examiner must not permit the vehicle to contain explosives or other hazardous material during testing.
- 8.11 During the skills test, there cannot be anyone else in or around the vehicle other than one (test) Applicant, the Examiner, and federal or Department auditors or Employees. A Designated Responsible Person can observe the skills test for compliance/quality control purposes; however, this person may not interact with the Applicant or Examiner during the testing process.

- 8.12 An Examiner who is also an instructor, either as a part of a school, Training program, or otherwise, is prohibited from administering a CDL test to an Applicant who received CDL Training by that Examiner. In other words, an Examiner cannot administer a CDL skills test to any Applicant if they spent any time Training the student or Employee (hands-on) vehicle pre-trip inspection, basic control skills, or BTW requirements. Classroom and simulator training is excluded from this requirement.
- 8.13 An Examiner must examine each Applicant's MVR and refuse to test any driver whose license is currently or subject to being suspended, revoked, disqualified, or cancelled. MVR cannot be more than 30 days old on the day a CDL test is administered. An official MVR may be obtained at the following website. [How to Order a Driver Record | Department of Public Safety \(texas.gov\)](https://www.texas.gov)
- 8.14 An Applicant's initial Commercial Learner Permit (CLP), for that class of license, must have been issued 15 days or more before they can be administered a CDL skills test. The CLP is valid for 180 days.
- 8.15 No translator or other intermediary will be permitted to interpret portions of the test that are scored on the basis of an Applicant's verbal or written response. Nothing prohibits the use of a translator during Training to present questions or receive answers from an Applicant in any language on matters that do not require a scored response.
- 8.16 The Examiner may only conduct the CDL skills test in English, as required by FMCSR.
- 8.17 The Third Party Examiner must submit a schedule of CDL skills testing appointments to the State no later than two business days prior to each test. All appointments must be submitted in CSTIMS.
- 8.18 CDL skills testing must start on time, except in extenuating circumstances, in accordance to the schedule provided to the Department. The Department must be notified immediately through the CSTIMS if a test is cancelled or rescheduled.
- 8.19 Complete the entire skills test without interruption. A brief (10–15 minute) break is permitted after the vehicle pre-trip inspection. Delaying the test to take care of personal matters (such as personal business, breakfast, or lunch) is prohibited.
- 8.20 Examiners are permitted to carry-over or bank scores for Applicants who successfully complete the vehicle pre-trip inspection or basic control skills portion of the CDL skills test if the following conditions are met.
- 8.20.1 Examiners must complete the score sheet in full for tests administered and report the results accurately in CSTIMS.
 - 8.20.2 Maintain on file a copy (or original) of all scoresheets from previous tests administered during the current 180-day CLP period.
 - 8.20.3 All portions of the CDL skills test must be administered if the Examiner is not in possession of the driver's file to verify previous test scores or if a different type of vehicle was used.
 - 8.20.4 Previous test scores from CDL skills tests administered by the Department or a different AO are not transferrable. For example, an Applicant is not permitted to carry-over or bank any previous scores if they go from the Department to an AO or vice-versa.
 - 8.20.5 Using a different vehicle is permitted if the Examiner compares and verifies that the new vehicle is representative of the previous vehicle. The vehicles must match

when it comes to these items.

8.20.5.1 Class

8.20.5.2 Air Brakes

8.20.5.3 Auto or Manual Transmission

8.20.5.4 Same articulation for combination vehicles. (5th wheel, pintle hook, etc.)

8.20.5.5 Bus/Truck/Truck Tractor

8.20.5.6 Examiners may re-administer all failed portions of the skills test.

8.20.5.7 A driver who fails the pre-trip inspection due to low score or does not perform the air brake check correctly is required to start over from the beginning during their next test, no scores or items inspected are carried over.

8.20.5.8 A driver who fails the parallel parking maneuver is required to retake and successfully pass all the basic control maneuvers (straight line backing, off-set backing to the left or right, and parallel parking conventional or sight side) before going on the road test.

8.20.5.9 A driver who fails the road test is required to retake the entire road test.

8.20.6 Once a driver completes the knowledge tests and obtains their initial CLP, they have 180 days or until their CLP expires or is renewed to pass the skills test. Afterwards, previous scores will be voided and the entire CDL skills test will have to be retaken (pre-trip inspection, basic control skills, and road test).

8.21 All tests must be administered at an approved site in Texas and passed in sequence:

8.21.1 Skills Test: (1) Pre-trip inspection; (2) Basic control skills; and (3) Road test. An Applicant cannot advance to the next test in sequence if the Applicant fails the current test being administered. After failing any test in the sequence three times, the applicant must retake all skills tests.

Knowledge Test: (1) Texas Commercial Rules (2) General Knowledge; (3) Combination (Class A only); (4) Air Brakes (if applicable); and (5) Endorsements. An Applicant cannot advance to the next test in sequence if the Applicant fails the current test being administered. After failing any test in the sequence three times, the applicant must retake all knowledge tests.

8.22 AOs must only administer testing to their own students or Employees or those eligible under 5.2 of this agreement.

8.23 After being authorized to conduct CDL testing by the Department, the AO will be issued a series of controlled forms that must be completed in black ink and used in numerical order.

8.23.1 Complete any knowledge tests using the Department's online application, regardless if a test was passed or failed.

8.23.2 Complete all applicable areas of skills test form CDL-41, regardless of if a test was passed or failed.

8.23.3 Upon passing or failing a CDL test, all information must be entered into CSTIMS within 24 hours of the test. The CSTIMS entry should reflect accurate timing for each test administered.

8.24 Any Applicant (regardless of driving experience) must wait one business day if the Applicant fails on any attempt at the test before being retested.

8.25 Examiners are permitted to have their CDL test administered by a Department Examiner or another Examiner within the same AO.

- 8.26 An Examiner who leaves the employment of a licensed AO and wishes to transfer to another licensed AO must:
- 8.26.1 Have the new AO submit a new Examiner application and complete all Department requirements as a new Examiner.
 - 8.26.2 Successfully complete a Skills Performance Evaluation.
- 8.27 CDL skills tests that are postponed due to severe weather or emergencies must be noted on the CDL-41, in CSTIMS and reported to the CDL TPST Audit Team within one business day.
- 8.28 A skills test to remove a restriction or add an endorsement may be completed at the AO using the approved full route. Modified routes cannot be used by the AO.

Section 9. Penalties and Appeals

9.1 Administrative and Testing Violations

- 9.1.1 The Department reserves the right to take prompt and appropriate remedial action against an AO if the AO or Examiner of the AO fails to comply with State or federal standards for the CDL testing program, or with any other terms of the third-party contract. This includes any serious violation which demonstrates an Examiner or AO is a risk to the public, Department personnel, or the driver, including failing to maintain a professional relationship with applicants at all times.
- 9.1.2 The falsification of any required records, applications, or forms by an AO, Designated Responsible Person, or Examiner can result in the suspension, or revocation, of their Third-Party Testing certification. Depending upon the egregiousness or severity of the violation, it can result in the AO's expulsion from the program. Such falsification may also result in criminal prosecution pursuant to Texas Penal Code § 37.10.
- 9.1.3 Failure to comply with all Third-Party Tester Program requirements can result in the suspension or revocation of the AO, Designated Responsible Person or Examiners certification.

9.2 Operational Violations

- 9.2.1 Within ten calendar days of occurrence, the AO must notify the Department of any of the following operational violations.
- 9.2.1.1 The AO employs individuals currently employed by the Department's Driver License Division.
 - 9.2.1.2 With the exception of a retired Employee, the AO employs an individual who has not been separated from employment of the Driver License Division for at least 365 calendar days.
 - 9.2.1.3 The AO owes delinquent fees to the State of Texas.
 - 9.2.1.4 The AO lacks a Designated Responsible Person.
 - 9.2.1.5 The AO's location fails to meet Texas Accessibility Standards.
 - 9.2.1.6 The AO fails to have a telephone that registers to the name listed on the AO's certification.
 - 9.2.1.7 The AO, if rated by FMCSA, currently has an unsatisfactory rating from FMCSA.
 - 9.2.1.8 The AO fails to maintain a continuous surety bond or required insurance.
 - 9.2.1.9 The bond or insurance amount is no longer sufficient to cover the amount of Examiners conducting testing.
 - 9.2.1.10 An Examiner does not maintain a valid CDL in the same class the Examiner is

authorized to certify other drivers.

- 9.2.1.11 The number of vehicles owned or leased fall below the minimum requirements.
- 9.2.1.12 The AO changes address, the basic control skills testing location, or its road test route without prior notification and authorization by the Department.
- 9.2.1.13 The AO fails to maintain an approved basic control skills testing location or its road test route.
- 9.2.1.14 The AO violates any requirement of this Agreement.

9.2.2 Discrepancy in Test Procedure: If the Department determines the AO knowingly or intentionally permitted an Examiner to fail to properly administer a required portion of an otherwise complete test procedure, such as omission of a required maneuver, failure to include all required parts of a test procedure (such as omission of the pre-trip inspection), failure to use an approved test route, use of an unsafe vehicle, erroneously scoring the Applicant to guarantee passing, or other action determined to significantly compromise the integrity of the test process or public safety will have the AO's certification revoked.

9.2.3 Fraud: If the Department determines that the AO knowingly or intentionally abuses the authority granted to gain profit through issuance of a license to an Applicant that has not passed a complete test, falsification of records or information, refusal to allow access to all documents, papers, letters, and material subject to the provisions of the Texas Commercial Driver License Third-Party Testing Provider program or commits an act that, in the opinion of the Department, compromises the integrity of the Program. The Department may revoke the AO's certification and may refer the AO for criminal investigation.

9.3 Disciplinary Stages for Administrative Violations

Disciplinary Stages for Administrative Violations	
Administrative violations: Include issues with running the business\organization. For example, not providing and maintaining required documentation; providing incorrect documents to the students; not maintaining the required bonds; not returning documents requested (Agreements, monthly reports, expiration of DPS certificates); and failing to report change in owner, location, DRP or examiner and does not conduct testing during this time. If tests are conducted, it is an operational violation.	
First Occurrence	Third Party Issuance will send out an email notification listing discrepancies and recommendations to correct them. Certain discrepancies (failure to provide monthly reports, Agreements, required forms, and expired certificates) will result in immediate suspension in CSTIMS, until resolved. (See Documents Required table)
Second Occurrence within 1 year of first occurrence	Third Party Issuance will issue a Notice of Warning listing discrepancies and recommendations to correct them. Certain discrepancies (failure to provide monthly reports, Agreements, required forms, and expired certificates) will result in immediate suspension in CSTIMS, until resolved. (See Documents Required table)
Third Occurrence within 1 year of first occurrence	Third Party Issuance will notify the TPST Compliance Inspectors and the TPST Compliance Inspectors will then issue a Notice of Violation listing discrepancies, recommendations to correct them and the dates of a 30- day suspension.

Revocation Based on Failure to Provide Documents	
Failure to renew required Certifications, licenses	Third Party Issuance will issue a Revocation of Testing Certification letter to the examiner and/or Provider; Deactivate CSTIMS and notify the TPST Compliance Inspectors after a second occurrence.
Failure to provide Monthly Reports by the 10 th of each month	Third Party Issuance will issue a Revocation of Testing Certification letter to the examiner and/or Provider; Deactivate CSTIMS and notify the TPST Compliance Inspectors after a second occurrence.
Failure to provide any document required by Third Party Issuance that impedes the validity of skills testing students/employees	Third Party Issuance will issue a Revocation of Testing Certification letter to the examiner and/or Provider; Deactivate CSTIMS and notify the TPST Compliance Inspectors after a second occurrence.

Note: The Department will have sole discretion to determine if the level of noncompliance and Substandard Testing is a permanent removal from the program.

9.3.1 Disciplinary Stages for Operational Violations

Disciplinary Stages for Operational Violations	
Operational violations: Includes violations of the TPST processes while executing duties allowed by the TPST program. For example, completing the drive tests for a student that does not hold a CLP and CDL; conducting drive tests on an unapproved route; failure to remain professional with the students; improper advertising/use of Department seal; and failure to provide an update to Third Party Issuance when there is a change in location, change in DRP or examiner, expiration of DPS certificates and continues to conduct tests.	
First Occurrence	TPST Compliance Inspectors will conduct a verbal coaching and issue a Notice of Warning listing discrepancies and recommendations to correct them.
Second Occurrence within 1 year of prior occurrence	TPST Compliance Inspectors will issue a secondary Notice of Warning listing discrepancies and recommendations to correct them.
Third Occurrence within 1 year of prior occurrence	TPST Compliance Inspectors will issue a Notice of Violation listing discrepancies, recommendations to correct them and the dates of a 30-day suspension.
Fourth Occurrence	TPST Compliance Inspectors will issue a Notice of Violation listing discrepancies, recommendations to correct them and the dates of a one-year suspension.

Revocation Based on Documented Findings	
Non-responsive/Failure to Comply	TPST Compliance Inspectors will issue a Revocation of Testing Certification letter to the examiner and/or Provider; Provide information to Third Party Issuance to Deactivate CSTIMS.
Proof of Fraud/Criminal Activity	TPST Compliance Inspectors will issue a Revocation of Testing Certification letter to the examiner and/or Provider; Provide information to Third Party Issuance to Deactivate CSTIMS.

Note: The Department will have sole discretion to determine if the level of noncompliance and Substandard Testing is a permanent removal from the program.

9.4 Denial, Suspension, Cancellation, or Revocation of Approval

- 9.4.1 The Department may deny, suspend, cancel, or revoke any approval or authorization provided under this agreement if the Department finds that the action is necessary to maintain the integrity, security, honesty, or fairness of the operation or administration of CDL testing if the authorized organization or Examiner:
- 9.4.1.1 Does not satisfy the requirements established under this agreement to receive or retain approval;
 - 9.4.1.2 Permits fraud or engages in a fraudulent practice with reference to an application to the agency;
 - 9.4.1.3 Permits fraud or engages in a fraudulent practice in an action between the Examiner and their student or Employee; or
 - 9.4.1.4 Fails to comply with the rules of the Department.
- 9.4.2 **NO REVIEW OR APPEAL.** This agreement or a decision by the Department under this section is not subject to further review or appeal administratively or contractually.

Section 10. General Terms

10.1 Term of Contract, Termination, and Amendments

This agreement automatically terminates four years after the date it is signed and approved by the Department. In addition to other remedies, the Department may immediately terminate an Agreement if the AO fails to comply with the terms of this agreement or applicable laws, rules, or regulations. The Department has the sole authority to amend this agreement if necessary and will not accept proposed changes to its wording.

10.2 Confidentiality

- 10.2.1 **Ownership and use of Confidential Information.** The Department may share Confidential Information with the AO (or its affiliates, employees, subcontractors, or other agents). If sharing Confidential Information, the Department owns or has third-party permission to do so and it is given solely in connection with any duties obligated under this Agreement.
- 10.2.2 **Overall non-disclosure and protection.** AO must keep Confidential Information shared under this Agreement confidential and may not reproduce it or share it except according to the terms of this Agreement. AO must protect it in accordance with the security policies and processes in which it would protect its own Confidential Information, which should be no less

than a reasonable level of care. AO may not store the Confidential Information outside of the United States.

- 10.2.3 **Destruction.** AO must destroy all Confidential Information: (1) upon termination of the Agreement; (2) when the duties necessitating the sharing are completed; or (3) the Department requests AO to do so at any time. AO must email notice of destruction to the program coordinator within three days of any of the above occurring.
- 10.2.4 **Limited disclosure.** AO may only disclose Confidential Information to its affiliates, employees, subcontractors, or agents whose services are required in furtherance of AO's duties under this Agreement. AO guarantees that it will require its affiliates, employees, subcontractors, or agents to comply with this Agreement. An AO may disclose confidential information if required to by law, but only after providing notice to the Department of the required disclosure.
- 10.2.5 **Remedies and notice for unauthorized disclosure.** AO and its affiliates, employees, subcontractors, or agents may be subject to criminal, civil, or administrative remedies if AO or one of its affiliates, employees, subcontractors, or agents discloses or uses Confidential Information in an unauthorized manner or in violation of this Agreement. If Confidential Information is disclosed or used in an unauthorized manner or in violation of this Agreement, AO must notify the Department within 24 hours and email a detailed written description of the event.

10.3 Severability

The parties acknowledge that if a dispute between the parties arises out of this Agreement or the subject matter of this Agreement, including a dispute over possibly ambiguous language, they would want the court to interpret this Agreement as follows:

- 10.3.1 With respect to any provision that it holds to be unenforceable, by modifying that provision to the minimum extent necessary to make it enforceable or, if that modification is not permitted by law, by disregarding that provision;
- 10.3.2 If an unenforceable provision is modified or disregarded in accordance with this section, by holding that the rest of the Agreement will remain in effect as written;
- 10.3.3 By holding that any unenforceable provision will remain as written in any circumstances other than those in which the provision is held to be unenforceable; and
- 10.3.4 If modifying or disregarding the unenforceable provision would result in failure of an essential purpose of this Agreement, by holding the entire Agreement unenforceable.

10.4 Excluded Parties

AO certifies that it is not listed in the prohibited vendors list authorized by Executive Order No. 13224, "Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism", published by the United States Department of the Treasury, Office of Foreign Assets Control.

10.5 Foreign Terrorist Organizations

AO represents and warrants that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Section 2252.152 of the Texas Government Code.

10.6 Governing Law

This agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to the conflicts of law provisions.

10.7 Program Coordinators

The parties' program coordinators are responsible for all communications and contacts required to manage this Agreement. Each party will notify the others of any changes within ten business days.

TPST	DPS
Name:	Name:
Title:	Title:
Email:	Email:
Phone:	Phone:
Fax:	Fax:
	Address:

The undersigned signatories have full authority to enter into this Agreement on behalf of the respective parties.

ENTITY

**DEPARTMENT OF PUBLIC SAFETY OF
THE STATE OF TEXAS**

Signatory Name

Signatory Name

Title

Title

Date

Date