

DRAFT as of 8/24/21

Monday, October 25, 2021

Dear xxxx,

I am writing to let you know the ruggedized RoadTest Tablets are now available. Class A Third Party Testers (TPT) will be required to use RoadTest Tablets to conduct all CDL skills tests, and DMV is ready to accept RoadTest Tablet orders beginning today.

As you are aware, the Department of Motor Vehicles (DMV) examiners transitioned to exclusively using ruggedized Tablets several years ago to enhance CDL skills testing administration and security. The Tablets enable examiners to electronically mark digitized testing evaluation forms directly on the Tablet in lieu of using hardcopy testing evaluation forms and also provide capability for electronic upload of test results. We recently deployed a new, upgraded version of the Tablets to our DMV examiners. To further capitalize on this technology that streamlines the testing process and makes the overall CDL testing program more secure, DMV will also require Class A TPTs to transition to use of the Tablets as well.

We are looking forward to working together with you and your examiners to deploy the Tablets to enhance your CDL testing operations.

CDL RoadTest Tablet Agreement

The first step towards full Tablet implementation is for you and your staff to review and sign the attached RoadTest Tablet Agreement (TPT 499). The Agreement facilitates obtaining and maintaining the Tablets and using the RoadTest software application component of the SecuriTest Solution (RoadTest). Tablets and the related software are provided through DMV's contract with Idemia Identity & Security USA, LLC (Idemia), who owns and maintains the Tablets. Here is a summary of some key stipulations of this Agreement:

- You and DMV will identify designated Application Users authorized to administer skills tests using the Tablets.
- An Application User must be one of your employees and be currently certified by DMV as a third party examiner.
- DMV will order Tablets through its contract with Idemia and the number of Tablets ordered will be based on TPT requests.
- The costs charged to the TPTs for each Tablet will be the same as what DMV pays. These costs include:
 - upfront fee for obtaining each Tablet (currently \$7,500 per Tablet)
 - annual maintenance (currently \$700 per year; first year is covered in initial upfront cost), and
 - ongoing monthly data charges.
- TPTs will report maintenance issues through DMV and maintain a record of any technical issues.

DRAFT as of 8/24/21

Ordering Tablets

It is imperative that you order a sufficient number of Tablets so that your examiners can administer all CDL skills tests using the Tablets each day. Here are some things to consider when determining the number of Tablets you will need to facilitate and support your testing operations:

- All CDL skills tests must be conducted using a Tablet.
- At any given time, one Tablet is needed for each examiner administering a skills test. i.e., if you run multiple tests simultaneously at a given site, you will need a Tablet for each examiner administering skills tests at the same time.
- If you have multiple test sites and conduct tests simultaneously at more than one site, you will need a minimum of one Tablet per site.
- TPTs must use a Tablet to conduct all skills tests unless a Tablet is not in proper working order. There are NO EXCEPTIONS to this policy. As outlined in the Agreement, a non-working Tablet must be reported to the DMV Help Desk immediately, and a service ticket opened so that DMV and the vendor can track and address the problem. Once Tablet(s) are deployed, DMV expects a school to use a Tablet to conduct all skills tests unless there is a documented service ticket on file for a Tablet.

Next Steps

Please take these next steps immediately to begin the ordering process:

1. Review and sign the attached RoadTest Tablet Agreement (TPT 499).
2. Complete the attached Third Party Tester Program RoadTest Tablet Application (TPT 500) indicating the number of Tablets you wish to order and providing the requested information for each certified CDL Examiner who will be conducting skills testing.
3. Return the signed copy of the Agreement and the completed Application to DMV by email ***no later than Monday, January 3, 2022.***

Payment and Training

After DMV receives the signed Agreement and the completed Application from all of the currently licensed Class A Third Party Testers, DMV will place a bulk Tablet order with our vendor.

DMV will then invoice your school for the Tablet(s). If payment is not received by the due date provided in the invoice, the TPT will not receive the Tablet(s), and the TPT will not be able to conduct skills tests and will be in violation of the TPT Agreement.

DMV will then conduct Tablet setup and reach out to you and your school to schedule Tablet deployment, training and a go-live date.

Questions

DMV is excited to further enhance our CDL testing partnership with you with this new technology tool that will streamline your testing process while adding an extra layer of security.

If you have questions about the RoadTest Tablets or the information in this letter, please contact me at Fran.Kelly@dmv.virginia.gov or 804-474-2188.

Sincerely,

DRAFT as of 8/24/21

Fran Kelly, SecuriTest Program Manager