

Virginia's Troops to Trucks Program

Executive Summary

The Virginia Department of Motor Vehicles (DMV), in support of Governor Bob McDonnell's commitment to make Virginia the most military and veteran-friendly state in the nation, has joined forces with the military and transportation-related businesses to develop its *Troops to Trucks* program. This initiative, the first of its kind in the United States, will put veterans and serving National Guard and Reserve members to work in transportation jobs. *Troops to Trucks* will make it easier for military personnel to obtain a Virginia commercial driver's license (CDL) and ease the transition into civilian employment.

Beginning July 1, 2012, *Troops to Trucks* will

- Waive CDL skills testing for service men and women with appropriate experience operating large vehicles as a part of their duties
- Provide for on-base commercial motor vehicle training for those without this experience
- Provide on-base opportunities for completing the written and skills test portions of the CDL application process
- Provide on-base processing and issuance of the CDL through DMV's mobile customer service centers
- Assist in the completion of required medical certification
- Work with wounded service men and women to allow those with missing or impaired limbs to obtain a CDL
- Allow employers within the transportation industry to match up with prospective employees completing the *Troops to Trucks* program, potentially reducing the time between discharge and employment

The benefits of *Troops to Trucks* are tremendous: the ease of transition from military to civilian life; the training and career opportunities for military personnel prior to release; jobs for veterans, those serving the National Guard, and Reserves; and the trucking industry's shortage of qualified licensed commercial truck drivers create a "win win" situation for all stakeholders.

This document outlines the plan, developed by DMV and shared with stakeholder representatives, that DMV and its partners will implement.



Current Virginia CDL Process

Currently there are three classes of Commercial Driver's Licenses (CDLs) and five endorsements which can be applied to these licenses (Attachment 1 provides a list of these classes and endorsements). An applicant applying for a Virginia CDL must:

- Pass the CDL knowledge (written) test and obtain a Commercial Instruction Permit (CIP), also known as a learner's permit.
- Schedule a skills test with a DMV examiner after holding the CIP for at least thirty days.
- Take the skills test in a vehicle representative of the class of vehicle which the applicant plans to drive; the applicant is responsible for providing this vehicle. The skills test includes three areas: pre-trip inspection, basic vehicle control and on-road driving. The challenge for many applicants is having a vehicle in which to take the skills test.
- Upon successful completion of the knowledge and skills tests the applicant can be issued a CDL.

Prior to being issued a Virginia CDL, an individual who does not already hold a Virginia driver's license must meet the testing requirements, as well as the general proof requirements that all applicants for Virginia licenses must meet. These general requirements include: proof of identification, proof of legal presence, valid social security number and proof of Virginia residency.

In addition to meeting the testing requirements and general proof requirements, drivers must self-certify to the type of commercial motor vehicle operation they either will be performing or they expect to perform and if applicable, submit a DMV medical examiner's certificate and any medical waivers/variances as indicated in Federal Motor Carrier Safety Administration (FMCSA) regulations under 49 CFR 91.

Virginia has reciprocity with all other states and the District of Columbia regarding the transfer of CDLs. An applicant holding an out-of-state CDL can come into any Virginia DMV customer service center (CSC) and surrender an out-of-state CDL for a Virginia CDL. The customer does not have to take the knowledge or skills tests; however, he or she must meet the general proof and medical requirements as outlined above.



Federal Activity and Regulations

Securing jobs for veterans is a national issue. The Wicker Amendment to the 2012 Defense Authorization bill (Senate Bill 1867), along with the current version of the highway reauthorization bill (HR7), focuses on actions that can be taken to bring job training and employment skills to our military personnel and ease the transition from military life.

In 2012, FMCSA developed regulations (49 CFR 383.77) that allow the waiver of the skills test for drivers with military commercial motor vehicle (CMV) experience as long as the applicant meets certain criteria as outlined below:

"The state shall impose conditions and limitations to restrict the applicants from whom a state may accept alternative requirements for the skills test described in 383.113. Such conditions must require at least the following:

(a) An applicant must certify that, during the two-year period immediately prior to applying for a CDL, he/she:

1. Has not had more than one license (except for a military license);
2. Has not had any license suspended, revoked, or cancelled;
3. Has not had any convictions for any type of motor vehicle for the disqualifying offenses contained in 383.51 (b);
4. Has not had more than one conviction for any type of motor vehicle for serious traffic violations contained in 383.51(c); and
5. Has not had any conviction for a violation of military, state or local law relating to motor vehicle traffic control (other than a parking violation) arising in connection with any traffic accident, and has no record of an accident in which he/she was at fault; and

(b) An applicant must provide evidence and certify that he/she:

1. Is regularly employed or was regularly employed within the last ninety days in a military position requiring operation of a CMV;
2. Was exempted from the CDL requirements in 383.3(c); and
3. Was operating a vehicle representative of the CMV the driver applicant operates or expects to operate, for at least the two years immediately preceding discharge from the military. (76 FR 26887, May 9, 2011)"

In a recent American Association of Motor Vehicle Administrators (AAMVA) survey, with thirty four states responding, nine states indicated that they currently waive the skills test for military personnel. Virginia DMV is aware of at least four other states that did not complete the AAMVA survey who also waive the skills test for military CDL holders.



FMCSA regulations do not allow for the waiver of the knowledge test for military applicants. Virginia DMV looked into applying for an exemption/waiver to this regulation (49 CFR 381); however, the agency determined that the length of the process was not consistent with the aggressive time frame the agency had established. If an exemption was granted, it required comparing the safety record of drivers exempted from the knowledge test with the safety record of those drivers required to take the knowledge test. DMV's solution is to bring the testing to the applicant. This adjustment will expedite the testing process for our military personnel.



The Virginia DMV Plan

1) Waiver of the Skills Test – “One Less Test”

Virginia DMV plans to implement a waiver of the skills test for all military CDL holders as allowed by federal regulations (49 CFR 383.77). The date for implementation of this initiative is July 1, 2012.

Eligibility and Process

In accordance with federal regulations (49 CFR 383.77) the skills test waiver will apply to the applicant who meets the following criteria:

- Two years minimum experience driving a CMV which is representative of the class of vehicle for which they are applying for a CDL,
- Active military or discharged from the military within the past ninety days,
- A Virginia resident and holds or is eligible for a Virginia driver’s license,
- Successful completion of the knowledge test and,
- Maintenance of a safety record as defined in FMCSA regulations (49 CFR 383.77) and further defined by DMV on the skills test waiver form.

The applicant will come into a DMV CSC with a completed CDL skills test waiver form signed and notarized by his or her commanding officer or designee. The applicant will also complete a Virginia driver’s license application and take the knowledge test. Provided that the applicant meets all requirements outlined in federal regulations (49 CFR 383.77), upon successful completion of the knowledge test, the skills test will then be waived and the applicant will be issued a CDL. The Virginia DMV plans to further facilitate this process by deploying one of five mobile CSCs to various military installations around the Commonwealth, allowing the process to be completed on-base.

The CDL Skills Test Waiver Form

DMV has developed the skills test waiver form to be completed by the applicant and his or her commanding officer or designee (enclosed as Attachment 2). Both the commanding officer certification and the applicant’s separation from service must be within ninety days of the application date.

The commanding officer certifies to: 1) the applicant’s driving experience (employed driving CMV during two years preceding application) and, 2) that the class of vehicle he or she operated in the military is the class of vehicle for which he or she is applying for licensure.



The applicant also certifies: 1) his or her experience, 2) that the experience was in the type of vehicle for which he or she is applying for licensure, and, 3) to his or her safe driving record. The requirements for the safe driving record are outlined on the form.

2) On-Base Training – Establishing Military Bases as Third Party Testers

In addition to waiving the skills test as outlined above, DMV will assist our military personnel by targeting those applicants with less than two years experience with a CMV, including those with no experience.

DMV has established Fort Lee (Army) and Quantico (Marines) as Third Party Testing Sites, and is working with Fort Pickett (Virginian National Guard) (hereinafter these are referred to as Military Bases). In doing so, these Military Bases will be able to provide the appropriate training to applicants with limited or no CMV experience, allowing them to become full participants in the *Troops to Trucks* program. This will benefit individuals who are close to transitioning out of the military and are looking for career opportunities.

DMV currently has a comprehensive third party testing program in place which allows private companies and governmental entities to administer skills tests to their employees. The third party testing entity must:

- comply with Virginia Motor Carrier Safety Regulations,
- comply with all facility, program and examiner requirements,
- sign an agreement with DMV,
- allow DMV and FMCSA access to the program and all testing records, and
- allow annual audits of their site and program.

DMV has assisted the Military Bases in understanding and meeting the requirements for certification as a third party testing site. All third party testing sites and examiners are trained and certified by DMV.

Setting up the Base Testing Sites and Examiners

1. DMV has worked with the Military Bases to ensure a curriculum is in place which addresses all FMCSA and DMV requirements and provides the applicant with all the necessary information to pass the CDL knowledge exam.
2. DMV has certified the Military Bases as third party testers. This includes:
 - Certification of the site to include examination of the facility, the testing vehicles and proposed testing routes
 - Review to ensure proposed examiners meet all outlined requirements
 - Training and certification of the examiners
 - Annual audits to be conducted by DMV staff to ensure continued compliance

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Training, Testing and Credentialing Applicants

1. The Military Base will conduct the initial classroom training to prepare the applicant to take the knowledge test and receive a Commercial Instruction Permit (CIP). The CIP will be valid for a period of one year and the driver must hold the CIP for a minimum of thirty days prior to taking the skills test.
2. DMV staff will schedule mobile CSC ("DMV2Go") visits at each of the Military Bases. DMV currently has five DMV2Go units that serve as full service offices on wheels. Additionally, DMV hopes to partner with Fort Lee to open a full service CSC which will be located on the base and open for service 5 ½ days per week.
3. The DMV2Go staff will administer the knowledge test and any tests necessary for specific endorsements. They are also equipped to collect fingerprints necessary for a background check for a hazmat endorsement. (Attachment 3 provides more detailed information)
4. Upon successful completion of the knowledge test and meeting the proof requirements (identity, residency, legal presence, social security number) and medical certifications, DMV2Go staff will issue the applicant the CIP.
5. The Military Bases will conduct behind the wheel training for each applicant and ensure that the experience and required skill levels are met.
6. As a third party tester the Military Base will conduct the skills test for each applicant following all DMV and FMCSA requirements and after the applicant has held the CIP for at least thirty days.
7. After passing the skills test, the DMV 2 Go staff will issue the applicant the CDL.

To assist our military personnel in meeting all testing, general proof and medical requirements, DMV will adhere to the following:

Active duty military personnel assigned to a unit based in Virginia will be able to prove Virginia residency by presenting a letter from the commanding officer stating that the applicant resides on board a ship docked in Virginia or in a barracks located in Virginia, by military orders assigning the individual to a military unit with a Virginia address, or by a leave and earnings statement.

DMV staff will work closely with the medical staff at the military bases to help ensure that the military applicant is able to obtain the appropriate medical certifications.



A military applicant who holds a driver's license from another state will be asked to surrender the out-of-state license and will be issued a Virginia CDL (which also serves as a standard driver's license) that will be valid for eight years. Since states share full reciprocity regarding CDLs, the driver should be permitted to exchange the Virginia CDL for one issued by another state with no further testing.

(Attachment 4 provides a more detailed timetable of the above activities)

3) Putting *Troops to Trucks* Graduates to Work – “Empowering for Employment”

DMV's *Troops to Trucks* plan goes the extra mile, working closely with potential employers in the trucking, motor coach and school bus industry to aide *Troops to Trucks* participants in their search for a job in the transportation industry. When DMV2GO arrives at the Military Bases for initial testing, each student will be given an employment placement questionnaire. On this questionnaire the student will indicate their preference for type and location of potential employment placement. This information will be sent to the Virginia Trucking Association, Virginia Motorcoach Association, and Virginia Association for Pupil Transportation for their review and possible match with employment openings. Potential employment matches will be sent to DMV to be provided to those students obtaining their CDL.

It should be noted that it is a common practice among employers of commercial vehicle operators to require new employees to receive additional training and testing prior to allowing them to drive.

4) Supporting Wounded Veterans – Addressing Physical Impairments

Virginia DMV also recognizes that some students in the “Troop to Trucks” program may have missing or impaired limbs as a result of their military service. We are pleased that we will be able to serve and assist these drivers as well. Virginia DMV is the first licensing agency in the nation that has all of its CDL Licensing Examiners certified to administer the federal Skills Performance Evaluation, a requirement for drivers with missing or impaired limbs to obtain a commercial driver's license (CDL). (Attachment 5 provides additional information)

5) Getting the Word Out – Public Awareness

DMV will work with partners to ensure military personnel are aware of opportunities through *Troops to Trucks*. To announce the program, Governor McDonnell issued a news release on May 14 (a copy of which appears as Attachment 6) after several military installations were presented with certificates signifying their commitment as third party testers. DMV will promote the story to statewide media, transportation and military beat reporters; and submit draft articles to targeted military and motor carrier industry publications. Governor McDonnell will be invited to present certificates to the first *Troops to Trucks* graduating class in Fall 2012 to further publicize the program.



Legislators will also be notified and asked to share information about *Troops to Trucks* with constituents through meetings, social media and newsletters. DMV is developing an electronic brochure for military partners to publish and distribute to personnel. In addition, *Troops to Trucks* information will be added to other DMV publications including the Virginia Commercial Driver's Manual and Guide to the Armed Forces brochure, which are available in all 74 DMV customer service centers and on DMV's website. Also, a new web page dedicated to the *Troops to Trucks* program, linking from the Commercial Driver's License web page, will be launched along with website advertisements.



In Summary

With full implementation of *Troops to Trucks*, any military applicant who meets the federal requirements (49 CFR 383.77) can have the skills test waived at any DMV office. Military applicants located at a Military Base certified as a third party tester can take advantage of on-base training and testing and the services of the DMV2Go to become credentialed before leaving service. The applicant still has the option to go to a DMV CSC for testing and issuance of the CDL, but they now also have the option of achieving this prior to discharge.

The transportation industry holds significant employment opportunities for Virginia's service men and women. Through *Troops to Trucks*, DMV is placing these individuals one step closer to those opportunities. **What we will accomplish: jobs and careers for veterans.**

VA DMV Points of Contact:

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Attachment 1

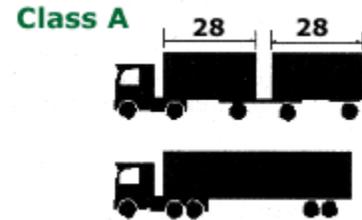
CDL CLASSIFICATIONS (49 CFR 383.91):

Class A

Any combination of vehicles with a gross combination weight rating (GCWR) of 26,001 pounds or more if the vehicle(s) being towed has a gross vehicle weight rating (GVWR) of more than 10,000 pounds.

Vehicles in this class include:

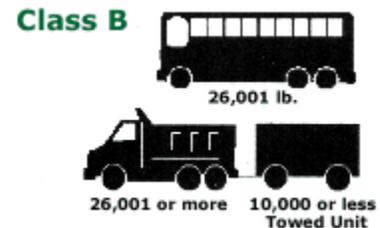
- Tractor-trailer
- Truck and trailer combinations



Class B

Any single vehicle with a GVWR of 26,001 pounds or more. Any single vehicle with a GVWR of 26,001 pounds or more towing another vehicle with a GVWR of 10,000 pounds or less. This class includes:

- Straight trucks
- Large buses
- Segmented buses
- Trucks towing vehicles with GVWR of 10,000 pounds or less



Class C

Any vehicle that is not included in classes A or B that carries [hazardous materials](#) or is designed to carry 16 or more occupants, including the driver.



CDL ENDORSEMENTS (49 CFR 383.93):

Transferrable CDL Endorsements:

P – Passenger-Carrying Vehicle (also requires a knowledge test)

Non-Transferrable CDL Endorsements:

H – Hazardous Materials Endorsement – Requires a knowledge test and criminal background check

S – School Bus Endorsement – Requires a knowledge test

N – Tank Vehicle – Requires a knowledge test

T – Double/Triple Trailer – Requires a knowledge test

Note: If the CMV driving experience was in a vehicle that is not equipped with air brakes, the CDL will be restricted to the operation of vehicles without air brakes. If the CMV driving experience was in a vehicle that is equipped with air brakes, no air brake restriction will be placed on the CDL.

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Virginia Department of Motor Vehicles



Attachment 2



CDL SKILLS TEST WAIVER MILITARY APPLICATION

DL 13 (07-01-2012)

Purpose: Use this form to request a military waiver of the Commercial Driver's License (CDL) Skills Test when applying for a CDL for vehicle class(es) representative of the Commercial Motor Vehicle (CMV) operated during military service.

Instructions: Completed form must be signed by applicant and commanding officer and submitted with a completed Driver's License and Identification Card Application (DL 1P) to any DMV customer service center.
This form must be submitted within 90 days of the commanding officer signature date.

ELIGIBILITY INFORMATION			
To qualify for a CDL Skills Test Waiver, the applicant must meet the following eligibility requirements: Be a Virginia resident. Hold a Virginia driver's license or be eligible for a Virginia driver's license. Successfully pass the CDL Knowledge Tests. Present an Active Duty/Reservist Military ID Card, DD 214 (other-than-dishonorable discharge), DD 256 or WD AGO. Meet the requirements of FMCSA Regulation 383.77.			
APPLICANT INFORMATION			
APPLICANT FULL LEGAL NAME (print) (last)		(first)	(mi) (suffix) BIRTHDATE (mm/dd/yyyy)
SOCIAL SECURITY NUMBER	VA DMV CUSTOMER NUMBER	SERVICE BRANCH (specify)	
APPLICANT DRIVING RECORD			
<input type="checkbox"/> YES <input type="checkbox"/> NO I am regularly employed or was regularly employed within the last 90 days in a military position requiring operation of a commercial motor vehicle; AND,			
<input type="checkbox"/> YES <input type="checkbox"/> NO For at least 2 years immediately preceding this application date if actively serving, or preceding the date of my military discharge, I operated a vehicle representative of the CDL classifications I am applying for.			
DISCHARGE DATE (from DD214) (mm/dd/yyyy)			
During the 2 years before the date of this application: • Have you had more than one license (except for a military license)? <input type="checkbox"/> YES <input type="checkbox"/> NO • Have you had any license suspended, revoked, or cancelled in this or any state? <input type="checkbox"/> YES <input type="checkbox"/> NO			
During the 2 years before the date of this application, have you been convicted of any of the major offenses listed below?			
• Driving with a blood alcohol content (BAC) of 0.08% or greater (state law or local ordinance)? <input type="checkbox"/> YES <input type="checkbox"/> NO • Being under the influence of a controlled substance (state law or local ordinance)? <input type="checkbox"/> YES <input type="checkbox"/> NO • Operating a CMV with a BAC of 0.04% or greater? <input type="checkbox"/> YES <input type="checkbox"/> NO • Refusing a blood and/or breath test? <input type="checkbox"/> YES <input type="checkbox"/> NO • Leaving the scene of an accident? <input type="checkbox"/> YES <input type="checkbox"/> NO		• Using a vehicle to commit a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO • Driving a CMV when, as a result of prior violations committed operating a CMV, your CDL is revoked, suspended or canceled, or you were disqualified from operating a CMV? <input type="checkbox"/> YES <input type="checkbox"/> NO • Causing a fatality through the negligent operation of a CMV? <input type="checkbox"/> YES <input type="checkbox"/> NO • Using a vehicle to commit a felony involving a controlled substance? <input type="checkbox"/> YES <input type="checkbox"/> NO	
During the 2 years before the date of this application, have you received more than one conviction for the serious traffic violations listed below while operating any type of motor vehicle (CMV or otherwise)? Check the number of convictions for each violation.			
• Speeding 15 or more miles per hour in excess of the posted speed limit? <input type="checkbox"/> None <input type="checkbox"/> 1 <input type="checkbox"/> 2 or more • Driving recklessly? <input type="checkbox"/> None <input type="checkbox"/> 1 <input type="checkbox"/> 2 or more • Improper or erratic lane changes? <input type="checkbox"/> None <input type="checkbox"/> 1 <input type="checkbox"/> 2 or more • Following the vehicle ahead too closely? <input type="checkbox"/> None <input type="checkbox"/> 1 <input type="checkbox"/> 2 or more • A violation in connection with a fatal traffic crash? <input type="checkbox"/> None <input type="checkbox"/> 1 <input type="checkbox"/> 2 or more • Driving a commercial motor vehicle without obtaining a CDL? <input type="checkbox"/> None <input type="checkbox"/> 1 <input type="checkbox"/> 2 or more • Driving a commercial motor vehicle without a CDL in your possession? <input type="checkbox"/> None <input type="checkbox"/> 1 <input type="checkbox"/> 2 or more		• Driving a commercial motor vehicle without the proper CDL class and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported? <input type="checkbox"/> None <input type="checkbox"/> 1 <input type="checkbox"/> 2 or more • Texting while operating a commercial motor vehicle? <input type="checkbox"/> None <input type="checkbox"/> 1 <input type="checkbox"/> 2 or more • Using a hand-held mobile phone while operating a CMV. <input type="checkbox"/> None <input type="checkbox"/> 1 <input type="checkbox"/> 2 or more • Any offense while driving a commercial motor vehicle involving a railroad crossing? <input type="checkbox"/> None <input type="checkbox"/> 1 <input type="checkbox"/> 2 or more	
APPLICANT CERTIFICATION			
I certify and affirm that all information I have presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.			
APPLICANT SIGNATURE			DATE (mm/dd/yyyy)



COMMANDING OFFICER CERTIFICATION	
<p>During the 2 years immediately preceding the date of this application, while under my command, the applicant operated vehicles representative of the FMCSA 49 CFR Subpart F 383.91 classification(s) checked below. Check all that apply.</p> <p><input type="checkbox"/> Class A Any combination of vehicles with a gross combination weight rating (GCWR) of 26,001 pounds or more, if the vehicle(s) being towed has a gross vehicle weight rating (GVWR) of more than 10,000 pounds. (eg: tractor-trailers, truck and trailer combinations)</p> <ul style="list-style-type: none"> • In this vehicle class, the applicant operated: <ul style="list-style-type: none"> <input type="checkbox"/> Vehicle equipped with air brakes <p><input type="checkbox"/> Class B Any single vehicle with a GVWR of 26,001 pounds or more, and any such vehicle towing another vehicle with a GVWR of 10,000 pounds or less. (eg: straight trucks, large buses, segmented buses, trucks towing vehicles with GVWR of 10,000 pounds or less)</p> <ul style="list-style-type: none"> • In this vehicle class, the applicant operated: <ul style="list-style-type: none"> <input type="checkbox"/> Vehicle equipped with air brakes <input type="checkbox"/> Passenger carrying vehicle (16 or more passengers) <input type="checkbox"/> School Bus <p><input type="checkbox"/> Class C Any vehicle that is not included in classes A or B and is either used to transport hazardous materials requiring federal placards, or is designed to carry 16 or more passengers, including the driver.</p> <ul style="list-style-type: none"> • In this vehicle class the applicant operated: <ul style="list-style-type: none"> <input type="checkbox"/> Vehicle equipped with air brakes <input type="checkbox"/> Passenger carrying vehicle (16 or more passengers) 	
<p>I certify and affirm that all information I have presented in this section is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.</p>	
COMMANDING OFFICER FULL LEGAL NAME (print) (last) (first) (mi) (suffix)	RANK
COMMAND ADDRESS CITY STATE ZIPCODE	TELEPHONE NUMBER
COMMANDING OFFICER SIGNATURE	DATE (mm/dd/yyyy)
NOTARIZATION OF COMMANDING OFFICER SIGNATURE (must be completed by notary public)	
Commonwealth of Virginia, city or county of _____ subscribed and sworn before me on this _____ day of _____ (MONTH) (YEAR) by _____ in the city or county and state aforesaid.	NOTARY PUBLIC SEAL (if required)
REGISTRATION NUMBER (6 digits)	MY COMMISSION EXPIRES (mm/dd/yyyy)
NOTARY PUBLIC NAME	NOTARY PUBLIC SIGNATURE
DMV USE ONLY	
	CSR STAMP



Attachment 3

Hazardous Materials Endorsement

If a student is applying for a hazardous materials endorsement to drive a CMV carrying hazardous materials that requires placards, the student is required to pass a written test in addition to the CDL knowledge test and is required to be fingerprinted. The student must submit the Hazmat Endorsement Background Record Check form (DL70), proof of citizenship/immigration, pay a non-refundable fee of \$83.00, and have fingerprints taken by a DMV Hazardous Materials Specialist. Normally, it takes approximately 10 days for the background check to be completed by the federal Transportation Security Administration (TSA), but in isolated cases may take up to 45 days. DMV collects the fingerprints and electronically sends them through the State Police to the FBI.



Attachment 4

Troops to Trucks CDL Applicant Process

(Note: Requirements for applicants requiring an SPE can be found in attachment 4)

1. Military Base (MB) commences classroom portion of training and notifies the Department of Motor Vehicles (DMV) of number of students and expected completion date.
 - a. Driver License Quality Assurance (DLQA) staff has reviewed the curriculum to ensure that it contains the information necessary to assist the student in passing the knowledge test.
 - b. The training will include “Trucking 101”, an informational document prepared by the American Trucking Association which provides an overview of the requirements of a truck driver on the job.
 - c. The MB gives each student a *Troops to Trucks* placement questionnaire to determine where they will reside and what type of employment they are interested pursuing.
2. MB notifies DMV that classroom training is complete and students are ready to take the knowledge test(s).
3. MB helps students determine whether they are eligible for the skills test waiver.
 - a. If yes – Assists the student in completing the CDL Skills Test Waiver form (DL13) application and has the certification completed and executed by the commanding officer or their designee.

When DMV2GO visits the MB to administer skills tests, the individual will take the appropriate knowledge test(s) and will be issued a Virginia CDL.

Note: Applicants holding an out of state driver’s license will be asked to surrender it. If the applicant chooses to return to their home state, the Virginia CDL can be exchanged for that state’s CDL.
 - b. If no – Continue with the following process
4. MB assists the student with completing the Driver’s License and ID card application (DL1P)
 - a. Assists them in identifying the necessary proof documents required to obtain a Virginia driver’s license and commercial instruction permit or CDL.
 - i. Proof of Identification
 - ii. Legal Presence



- iii. Virginia Residency
 - iv. Social security number
- b. Determine how to respond to the voter registration questions
 - c. Determine which knowledge tests the driver will need to take to obtain the classes and endorsements he/she wishes.
5. Student visits a military medical professional to obtain a U.S. Department of Transportation medical certificate.

Note: The medical certificate is required before a commercial instruction permit can be issued.

6. DMV schedules one of the DMV2GO units to visit the MB for the purpose of providing the knowledge test(s) by way of the Knowledge Automated Testing System (KATS) machine or by paper exam.

7. Student successfully completes the necessary knowledge exams.

Note: If the student fails the test, DMV will notify the student about the requirement for additional testing should he or she fail the test two more times. A re-test will be scheduled at the next availability of the DMV2GO or the student may visit a local DMV Customer Service Center (CSC).

8. Student is issued a commercial instruction permit.

Note: Holders of out of state licenses will be asked to surrender this license and obtain a Virginia driver's license in order to be issued a Virginia commercial instruction permit.

9. Student completes the *Troops to Trucks* placement questionnaire indicating their preference for type and location of potential employment placement.

10. MB submits the *Troops to Trucks* placement questionnaire to DMV Human Resources Office.

11. DMV works with the Virginia Trucking Association, the Virginia Motor Coach Association, and the Virginia Association of Pupil Transportation to refer the student's application to at least three prospective employers.

- a. DMV will review the students' applications to determine to which association the application should be forwarded.
- b. DMV will forward the application to the appropriate association.
- c. Each association will provide possible employers to DMV for each applicant.



- d. DMV will prepare and mail a letter for each prospective employer inviting them to consider these applicants.
12. Once the student has been issued a Virginia license and a commercial instruction permit the student will be referred back to the MB, which will provide skills instruction and training during the 30 days that the student is required to hold a commercial instruction permit.
 13. The MB will notify DMV when a class has successfully completed training and testing.
 14. The DMV2GO will return to the MB or the group will visit its local DMV by appointment. However, if the student wishes, he or she may visit any DMV CSC.
 - a. MB will assist the student with completing the application
 - b. DMV staff will:
 - i. Take a new photograph of the student and process the CDL.
 - ii. Provide the student with a temporary commercial driver's license (TDP). They will receive the permanent CDL in the mail within 15 days.
 - iii. Provide the student with information on how to apply for the Transportation Workers Identification Credential (TWIC).
 - iv. DMV staff will inform the student of the opportunity to obtain a Veteran ID card upon discharge from the military
 15. Student is hired and starts work.



Attachment 5

Skills Performance Evaluation

Virginia DMV recognizes that some students in the “Troop to Trucks” Program may have missing or impaired limbs as a result of their military service. We are pleased that we will be able to serve and assist these drivers as well. Virginia DMV is the first licensing agency in the nation to have all of its CDL Licensing Examiners certified to administer the federal Skills Performance Evaluation, a requirement for drivers with missing or impaired limbs to obtain a commercial driver’s license (CDL).

The Federal Motor Carrier Safety Regulations (391.41) provide that individuals must meet certain physical qualifications in order to safely operate commercial motor vehicles. Under these regulations, drivers with missing/impaired limbs, who are otherwise qualified, may be qualified to operate commercial motor vehicles provided they undergo and successfully complete a Skills Performance Evaluation (SPE). This evaluation is designed to determine if the driver with a missing/impaired limb can safely operate a commercial motor vehicle and with satisfactory prehension and power grasp. The evaluation consists of:

- A non-driving (pre-trip) assessment
- One off-highway (parking, alley docking, straight backing) evaluation
- Two 45-minute on-highway road tests.

Applicants who are required to go through the SPE process will follow a different procedure than those who do not.

***Troops to Trucks* CDL Applicant Process For Students with Missing/Impaired Limbs**

1. Military Base (MB) commences classroom portion of training and notifies the Department of Motor Vehicles (DMV) of number of students and expected completion date.
 - a. Driver License Quality Assurance (DLQA) staff has reviewed the curriculum to ensure that it contains the information necessary to assist the student in passing the knowledge test.
 - b. The training will include “Trucking 101”, an informational document prepared by the American Trucking Association which provides an overview of the requirements of a truck driver on the job.
 - c. The MB gives each student a *Troops to Trucks* placement questionnaire to determine where they will reside and what type of employment they are interested in pursuing.



2. MB notifies DMV that classroom training is complete and students are ready to take the knowledge test(s).
3. MB helps students determine whether the individual is eligible for the skills test waiver.
 - a. If yes – Assists the student in completing the CDL Skills Test Waiver form (DL13) application and has the certification completed and executed by the commanding officer or their designee.

When the DMV2GO unit visits the MB to administer skills tests, the individual will take the appropriate knowledge test(s) and will be issued a Virginia CDL.

Note: If he/she holds an out of state driver's license they will be asked to surrender it. If they choose to return to their home state, the Virginia CDL can be exchanged for that state's CDL.

- b. If no – Continue with the following process
4. MB assists the student with completing the Driver's License and ID card application (DL1P)
 - a. Assists them in identifying the necessary proof documents required to obtain a Virginia driver's license and commercial instruction permit or CDL.
 - i. Proof of Identification
 - ii. Legal Presence
 - iii. Virginia Residency
 - iv. Social security number
 - b. Determine how to respond to the voter registration questions
 - c. Determine which knowledge tests the driver will need to take to obtain the classes and endorsements he/she wishes.
5. Student visits a military medical professional to obtain a U.S. Department of Transportation medical certificate, indicating SPE required, if applicable.

Note: The medical certificate is required and any applicable waivers, diabetes, vision or SPE, before a commercial instruction permit can be issued.

6. Student completes SPE application packet for a temporary SPE that is good for 30-60 days and submits it to the DMV Medical Review Unit



7. Medical Review staff sends the SPE application package to the Federal Motor Carrier Safety Administration's Eastern Service Center in Glen Burnie, Maryland for issuance of a temporary SPE certificate.
8. Upon approval, FMCSA sends the driver and DMV Medical Review Unit notice that the temporary SPE certificate has been granted
9. DMV schedules one of the DMV2GO units to visit the MB for the purpose of providing the knowledge test(s) by way of the Knowledge Automates Testing System (KATS) machine.
10. Student successfully completes the necessary knowledge exams.

Note: If the student fails the test, DMV will notify the student about the requirement for additional testing should he/she fail the test two more times. A re-test will be scheduled at the next availability of the DMV2GO or the student may visit a local DMV CSC.

11. Student is issued a commercial driver instruction permit that restricts the driver to operating commercial motor vehicles in Virginia, only. The CIP is only valid as long as the medical certificate and SPE are valid.

Note: Holders of out of state licenses will be asked to surrender their license and obtain a Virginia driver's license in order to be issued a Virginia commercial instruction permit.

12. Student completes the *Troops to Trucks* placement questionnaire indicating their preference for type and location of potential employment placement.
13. MB submits the *Troops to Trucks* placement questionnaire to DMV Human Resources Office.
14. DMV works with the Virginia Trucking Association, the Virginia Motor Coach Association, and the Virginia Association of Pupil Transportation to get the student's application referred to at least three prospective employers.
 - a. DMV will review the students' applications to determine to which association the application should be forwarded.
 - b. DMV will forward the application to the appropriate association.
 - c. Each association will provide possible employers to DMV for each applicant.
 - d. DMV will prepare and mail a letter for each prospective employer inviting them to consider these applicants. If possible, this letter will be signed by the Governor.



15. Once the student has been issued a Virginia license and a commercial instruction permit the student will be referred back to the MB, which will provide skills instruction and training during the 30 days that the student is required to hold a commercial instruction permit.
16. The MB will notify DLQA when a student with missing/impaired limb has successfully completed training.
17. DLQA administers the skills test for CDL and SPE on the same day.
18. DLQA sends the student's SPE worksheet/results to FMCSA for issuance of the SPE certificate by FMCSA, which may be good for up to 2 years.
19. The DMV2GO will return to the MB or the group will visit its local DMV by appointment. However, if the student wishes, he/she may visit any DMV CSC.
 - a. MB will assist the student with completing the application
 - b. DMV staff will:
 - i. Take a new photograph of the student and process the CDL.
 - ii. Provide the student with a temporary commercial driver's license (TDP). They will receive the permanent CDL in the mail within 15 days.
 - iii. Provide the student with information on how to apply for the Transportation Workers Identification Credential (TWIC)
 - iv. DMV staff will inform the student of the opportunity to obtain a Veteran ID card upon discharge from the military
20. Student is hired and starts work.



ATTACHMENT 6



Commonwealth of Virginia
Office of Governor Bob McDonnell

FOR IMMEDIATE RELEASE

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DMV Troops to Trucks Program Puts Veterans to Work

~ Program will provide training and career opportunities for military personnel and jobs for veterans, as well as fulfill the trucking and busing industries' needs for qualified licensed commercial vehicle drivers~

RICHMOND – Governor Bob McDonnell announced today the Virginia Department of Motor Vehicles (DMV) is joining forces with the military and transportation-related businesses to put former servicemen and women and National Guard and Reserves members to work in the transportation industry. Through the new *Troops to Trucks* program, DMV is making it easier for personnel trained by

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Virginia Department of Motor Vehicles



the military to operate heavy vehicles to obtain civilian commercial driver's licenses (CDL). As a first step, DMV this week certified two military installations as third party testers to train more personnel to operate commercial motor vehicles. Working in partnership with trucking and bus companies, DMV is providing potential transportation-related employment opportunities for military members after service.

Speaking about the program, Governor McDonnell said, "The Commonwealth is an ideal place to launch *Troops to Trucks*. Virginia has approximately 823,000 veterans, 63,000 active-duty military and 20 major military installations. The goal of the *Troops to Trucks* program, a first in the nation, is to help provide employment opportunities to our military as truck or bus drivers, or in other transportation-related jobs after their service; and to members of the National Guard and Reservist even during their service."

Governor McDonnell added, "The *Troops to Trucks* program is a comprehensive collaborative effort by government and the private sector to assist those individuals who have served and sacrificed for our great nation. We have a duty to ensure they have training and employment opportunities in the future."

Effective July 1, 2012, DMV will utilize a new federal regulation to waive the road skills test requirement for military CDL holders two years immediately preceding their application with safe driving experience. These applicants will still need to take the DMV written exam. The road test waiver will streamline the CDL process for military personnel and eliminate the often burdensome requirement that an applicant provide a commercial motor vehicle for the skills test.

For military members without experience operating heavy vehicles but interested in obtaining a Virginia CDL, DMV is partnering with military installations to provide the necessary training. This week, DMV certified Marine Base Corps Quantico and Fort Lee as third party testers for CDL training. The installations will provide classroom instruction. When students are ready to be tested, the *DMV 2 Go* mobile office will visit the base to conduct knowledge tests and issue Virginia CDL learner's permits. Applicants then receive the skills instruction from the military during the 30 days students are required to hold a CDL learner's permit prior to taking the road test. Once the student has successfully completed the skills training and testing, DMV issues the Virginia CDL.

In addition, Virginia DMV is the only DMV in the nation with all Driver's License Quality Assurance Specialists, or CDL specialists, trained and certified to administer a federal skills performance evaluation (SPE) to offer drivers with a missing or impaired limb, who are otherwise qualified, an opportunity to obtain an SPE certificate which enables them to operate a commercial motor vehicle in interstate commerce.

The final component of *Troops to Trucks* is providing career opportunities to those men and women close to transitioning out of the service. DMV Commissioner Richard D. Holcomb explained, "Military personnel with new CDLs earned through *Troops to Trucks* will complete questionnaires

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Virginia Department of Motor Vehicles



indicating their interests for transportation related employment. Through partnerships with the Virginia Trucking Association, Virginia Motorcoach Association, and Virginia Association for Pupil Transportation, applicants will be referred to at least three potential employers.”

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