DTS Master Examiner Course
LETS / DTS
12/08/2021

DOL Master Examiner Course (08DEC2021)

Introduction / Timeline

Master Examiner Pre-requisites

Conducting a CE Course

Review of Significant IEGR changes (2014 vs 2021)

Conduction of Check Rides

Completion and Submission of Evaluation and Assessment Report (EAR)

Recertification Requirements

Routes

Introduction / TimeLine

Introduction

Program / Master Examiner History

Housekeeping (attendance, etc.) – Issues, call 360.280.3530

Online Classroom TimeLine

08 DEC 2021
   8:00am – 12:00pm: Online Classroom Training (Teams)
12:00pm – 1:00pm: Lunch
   1:00pm – 3:00pm: Online Classroom Training (Teams)

Master Examiner Prerequisites:

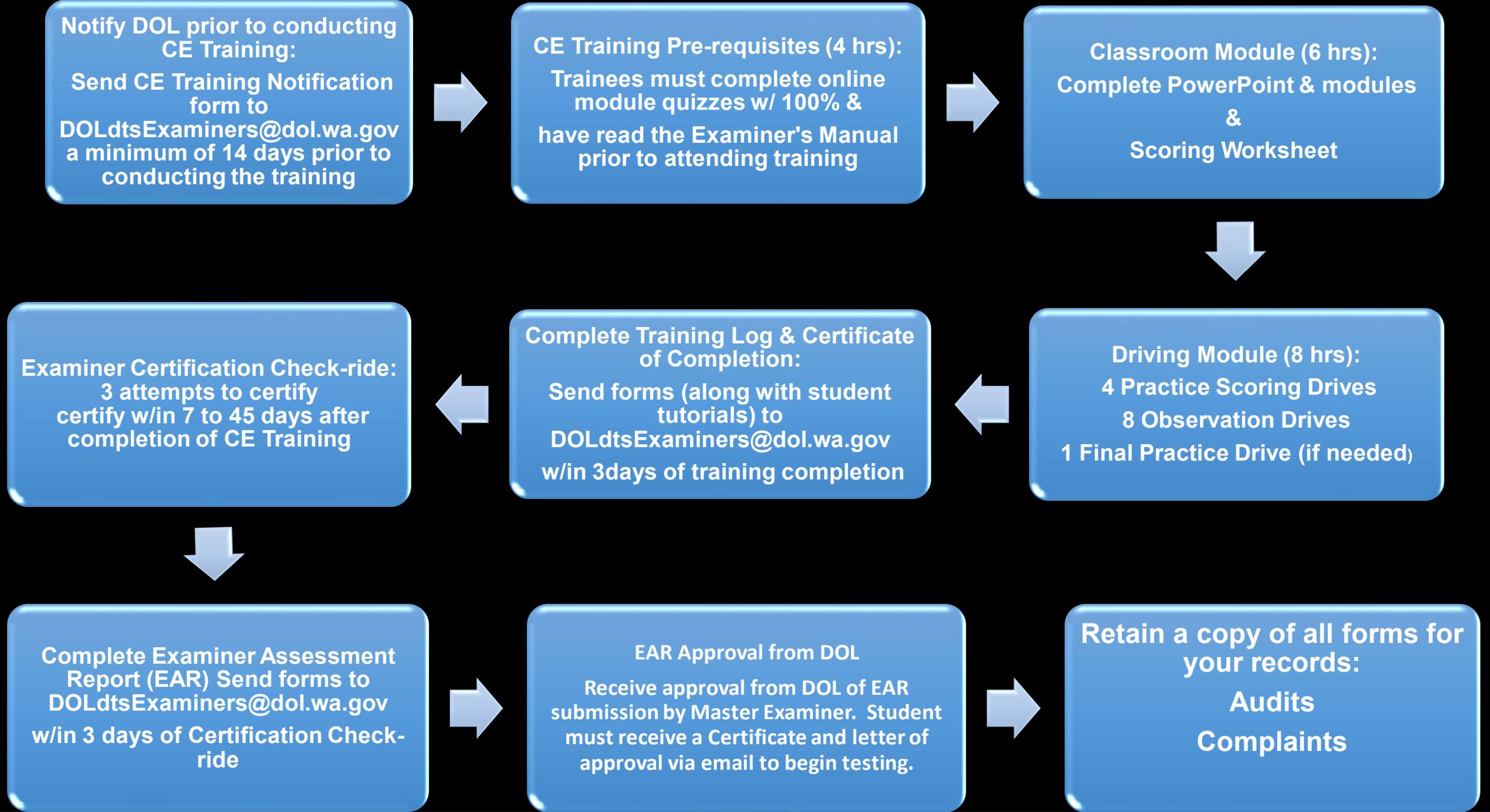Holds an active Instructors license

Be a licensed Trainer of Trainers (TOT) Instructor (commercial or public) or Be a Certified Examiner who has conducted examinations for a minimum of 6 months and was approved or will be permitted to become a Master Examiner.

Not have received or be under the terms of a disciplinary sanction from DOL or OSPI at any time during the previous 24 months

Not have any license issued (or a Certified examiner approval) being under suspension, revocation, or under current investigation

Must not have failed any check-rides within the previous 12 months, and if had been, was reinstated and/or now meets recertification requirements or stipulations

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┌─────────────────────────────┐     ┌─────────────────────────────┐     ┌─────────────────────────────┐
│ Notify DOL prior to         │     │ CE Training Pre-requisites  │     │ Classroom Module (6 hrs):   │
│ conducting CE Training:     │     │ (4 hrs):                    │     │ Complete PowerPoint &       │
│ Send CE Training            │ ──▶ │ Trainees must complete      │ ──▶ │ modules &                   │
│ Notification form to        │     │ online module quizzes w/    │     │ Scoring Worksheet           │
│ DOLdtsExaminers@dol.wa.gov  │     │ 100% &                      │     │                             │
│ a minimum of 14 days prior  │     │ have read the Examiner's    │     │                             │
│ to conducting the training  │     │ Manual prior to attending   │     │                             │
│                             │     │ training                    │     │                             │
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┌─────────────────────────────┐     ┌─────────────────────────────┐     ┌─────────────────────────────┐
│ Examiner Certification      │     │ Complete Training Log &     │     │ Driving Module (8 hrs):     │
│ Check-ride:                 │     │ Certificate of Completion:  │     │ 4 Practice Scoring Drives   │
│ 3 attempts to certify       │ ◀── │ Send forms (along with      │ ◀── │ 8 Observation Drives        │
│ certify w/in 7 to 45 days   │     │ student tutorials) to       │     │ 1 Final Practice Drive (if  │
│ after completion of CE      │     │ DOLdtsExaminers@dol.wa.gov  │     │ needed)                     │
│ Training                    │     │ w/in 3days of training      │     │                             │
│                             │     │ completion                  │     │                             │
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┌─────────────────────────────┐     ┌─────────────────────────────┐     ┌─────────────────────────────┐
│ Complete Examiner           │     │ EAR Approval from DOL       │     │ Retain a copy of all forms  │
│ Assessment Report (EAR)     │     │ Receive approval from DOL   │     │ for your records:           │
│ Send forms to               │ ──▶ │ of EAR submission by Master │ ──▶ │ Audits                      │
│ DOLdtsExaminers@dol.wa.gov  │     │ Examiner. Student must      │     │ Complaints                  │
│ w/in 3 days of              │     │ receive a Certificate and   │     │                             │
│ Certification Check-ride    │     │ letter of approval via      │     │                             │
│                             │     │ email to begin testing.     │     │                             │
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CE TRAINING FLOW CHART

CE TRAINING FLOW CHART

Required forms for CE training (send all forms to <u>DOLDTSExaminers@dol.wa.gov</u>) – ME's must keep copies of all forms for their records

CE Training Notification Form – *send to DOL a minimum of 14 days prior to the CE Training*
- List CE Training location, dates and times
- Identify ME that will be conducting the CE Training

Pre-requisites for CE Training – *ensure trainees have completed prior to attending training, if not – cannot attend*
- Online module quizzes – completed w/ 100%
- Tutorial Module 1 and 2 and knowledge exam Tutorial module (if not already certified)
- Read the Instructor Examiners' Guidelines & Requirements Manual

Training Log – *complete w/in 3 days of training completion (don't send to DOL unless requested)*
- List all trainees attending & their license #'s
- Documents completion of Pre-requisites, Classroom Module, & Scoring Worksheet
- Documents 4 practice scoring drives
- Documents 8 observations drives
- Documents Final practice drive

CE TRAINING FLOW CHART

Certificate of Completion – *send to DOL w/in 3 days of training completion*

Send All documents together for each applicant to DOLDTSExaminers@dol.wa.gov
- CE training log
- Certificates of completion
- Tutorials Modules 1, 2, and CKE (if needed)

Certification Check-ride – *conduct no sooner than 7 days & no later than 45 days after CE Training completion*
- Examiner has 3 attempts to certify
- If Examiner fails an attempt, the next check-ride attempt must not be sooner than 3 days after the previous failed check-ride

Certification Documentation – *send to DOL w/in 3 days qualified Check-ride*
- Certifying Examiner's score sheet
- Master Examiner's score sheet
- Examiner Assessment Report

EAR Approval from DOL– *Must wait until approval letter and certificate has been sent via email from the DOL to begin administering tests*

Certified Examiner Training (CET) Notification

Driver Training School Certified Examiner Training Notification

Use this form to notify us that you will be conducting certified examiner training. We must receive this notification a minimum of 14 days prior to the start of training.

Online: https://professions.dol.wa.gov

Or send this completed form to:

Driver Training Schools
Department of Licensing
PO Box 9027
Olympia, WA 98507-9027

For questions or language help email: tse@dol.wa.gov

22201-EXAMINATIONS

Training location address				
City	State	ZIP code	County	
Master Examiner name			License number	
Master Examiner mailing address			(Area code) Phone number	
City	State	ZIP code	County	
Course dates		Course times		

PRINT or TYPE Name of Master Examiner

X When you have completed this form, print it out and sign and date here.

Signature   Date

TRAINING NOTIFICATION

- Notify DOL a minimum of 14 days prior to conducting training

- List the training location, dates & times

- Identify the ME that will be conducting the CE training

- ME signs & dates prior to sending to DOL

- Email form to TSE@dol.wa.gov or (and) DOLDTSExaminers@dol.wa.gov

- Do not notify the program of a CE course unless you are sure you will have applicants to train. If a course will no longer occur, notify the program in writing 24 hours in advance of the course

Certified Examiners

Certified Examiner Certification Prerequisites:

Be a licensed DTS/OSPI instructor
Not have received or be under the terms of a disciplinary sanction from DOL or OSPI at any time during the previous 12 months
Not be under suspension or have been removed from testing duties as part of a current investigation

Certified Examiner Training:

Complete a CE course provided by the DOL or by a certified ME
Pass the Instructor Examiner Best Practices Tutorial (parts 1 and 2) and the <u>DTS Knowledge Exam Tutorial (if not already certified)</u> with a score of 100% for each
Successfully complete the certification process and requirements, including submitting results for all three online tutorials mentioned above

Steps to Become a Certified Examiner:

Attend a Certified Examiner course provided by a ME
Successfully complete the certification process (Pass the Initial Certifying check ride within 3 attempts)
Receive permission to conduct testing

Certified Examiners Training Course

Certified Examiner trainees are required to complete an 18-hour training course that is conducted by a Master Examiner. Upon completion of the training course, the trainee will receive a course completion certificate from the Master Examiner.

Between the scored drives and observed drives, **candidates must have practiced and successfully scored all possible scoring errors that are available to practice.** Waived items are to be limited to situations only available with other traffic, traffic lights, or because of physical limitations (e.g. scoring limitations for ROW, YEL, following, or due to a lack of uncontrolled intersections).

The above is an auditable item and why ME's are required to maintain the scoresheets that each CE student completes! You may be asked to provide copies to an auditor during a school audit!

Certified Examiners Training Course

Complete Prior to the Classroom Component (4-hrs.):

Complete the DOL Examiner Training Tutorials online

Pass the tutorial quizzes with scores of 100% or pass an equivalent knowledge test administered by a DOL ME

Read the current Instructor Examiner's Guidelines & Requirements Manual (IEGR)

It is the ME's responsibility to ensure all these documents are included when submitting to the DTS program for completion.

Memorize verbiage – EMPHSIZE IMPORTANCE PRIOR TO THE COURSE!

Understand layout of drive test – EMPHSIZE IMPORTANCE PRIOR TO THE COURSE!

Certified Examiners Training Course

Classroom Component (6-hrs.):

Introduction, overview, and read the CE Training Expectations letter to the students

Sign an attendance roster each day

Instructor reads the welcome and purpose of training letter titled <u>Certified Examiner Training Expectations</u>

Provide training following the DOL Examiner Training Power Point, using a projector screen that all in the class can see, along with associated training materials in hard copy form

Follow the structured outline of the course as listed in the "Drive Test Training Road Map" included in the course training materials

Complete and review in class, the scoring worksheet (quiz)

Certified Examiners Training Course

<u>In-vehicle Practice & Observation (8-hrs,), **_each_** drive consists of:</u>

In-vehicle, behind-the-wheel, practice

     Introduction to applicant

     Review of insurance and identity documentation

     Pre-trip inspection and vehicle walk around

     Hand and arm signals

     Brake reaction test

     Use of correct verbiage

Certified Examiners Training Course

Practice scoring drives

Trainee must complete a <u>minimum of four (4) practice scoring drives as the examiner</u>

Master Examiner drives as the mock applicant for trainees, ensuring to cover all possible deductions as permitted by the training location

Trainee acts as Examiner scoring from the front seat

Trainee gives Master Examiner practice drive results after the drive is over

Post-drive feedback (while in vehicle) is provided to all participants. Additionally answering scoring questions after each maneuver is permitted. By the last drive, the candidates should be able to complete the scoring without assistance.

May use training tools such as the verbiage script sheet or scoring job aid (See Appendix 9 – Drive Test Scoring Job Aid). Use only approved job aids

Certified Examiners Training Course

Observations

Trainee must complete a <u>minimum of eight (8) skill test observations</u> (scoring from the back seat)

Trainee observes practice scoring drives from back seat, filling out a score sheet

If there are not enough trainees, then you can use additional practice scoring drives as a substitute for the required observations

Trainee gives post drive feedback about the observation to the Master Examiner

Final Practice Drive (if needed)

Used as an overall assessment for trainees who appear to need additional training

If a Master Examiner is concerned about the performance of a trainee, they may contact the DTS program for consultation

Certified Examiners Training Course

Specific Training Guidelines:

Master Examiner must submit the Certified Examiner Training Notification form (DTS 661-013) 14 days prior to course

Must complete the Classroom Module within three adjacent days

There is no late attendance or partial credit permitted

Must complete all training components within the required time

DOL may not accept training that does not meet requirements

Incorporate parallel park delineators (traffic stanchions) as part of the training

Master Examiner must submit completed tutorial results, Certified Examiner Training Log (DTS 661-031), and Training Completion Certificates within 3 days after training is completed

Master Examiner must provide documentation any time an examiner has failed the course or has failed any check-ride attempt

Certified Examiners Certification Process

<u>Specific Training Guidelines (Cont):</u>

Complete an 18-hour Certified Examiner training course

Pass a certification check-ride within three attempts (no job aids)

The check-ride must occur no sooner than seven days, and no later than 45 days, after completion of the Certified Examiner training course

If an instructor fails three certification check-rides, then they do not qualify for certification as a Certified Examiner

If an instructor fails to qualify for certification, they will not be permitted to administer any skills examinations for six months from the date they failed their third certification check-ride

Certified Examiners Certification Process

Specific Training Guidelines (Cont):

An instructor that fails to qualify for certification may elect to become a Certified Knowledge Examiner during the six-month waiting period

After six months, instructors may make another attempt to become a Certified Examiner, if they:

    Meet the qualifications to become a Certified Examiner
    Re-take the 18-hour Certified Examiner training
    Successfully pass a Certification Check-ride without the use of job aids

A Certified Examiner will not receive their approval to administer examinations until DOL has reviewed the documentation for being consistent with best practice.

The Examiner cannot begin administering examinations until the Examiner and the school receives confirmation from DOL that the Examiner certification process is complete, and the Examiner is authorized to administer examinations

Updated Tutorials - Tips

DTS Tutorials Part 2

Verbiage Flash Cards

"Scoresheet Footprint" Exercise

Memorization of Verbiage __PRIOR__ to the CE Training

Parallel Parking (Traffic Stanchions)	*Parallel Park between the four poles as if you were parking between two vehicles*	**Backing Maneuver (Curb)**	*Back around the corner to the right, staying as close to the edge of the __curb__ as you can, then safely continue backing in a straight line until I say stop* *Imagine you are backing out of an alley or driveway (if applicable)*
Parallel Parking (Behind a Single Vehicle)	*Imagine another vehicle parked 1-1/2 car lengths to the rear; parallel park between the two*	**Backing Maneuver (__NO__ Curb)**	*Back around the corner to the right, staying as close to the edge of the __road__ as you can, then safely continue backing in a straight line until I say stop* *Imagine you are backing out of an alley or driveway (if applicable)*
Parallel Parking (Between Two Vehicles)	*Parallel park between these two vehicles*	**Park and Start on a Hill**	*Park your vehicle (next to the ____ on the right) as though you were going to leave it unattended*
Right and Left Turns	*At the next corner, turn right (left)*	**Park and Start on a Hill (Simulated slope)**	*Park your vehicle (next to the ____ on the right) as though you were going to leave it unattended* *Assume you are on an uphill (downhill) grade*
Lane Change	*When safe, move to the right (left) lane*	**Starting Maneuver**	*Drive to the side of the road and stop*

Understanding the "Footprint" of the Score Sheet

Maneuvers-

You will NEVER reference these until the maneuver. Don't get "lost" looking for an error in this part of the Drive sheet unless it is Maneuver.

Majority of traveling errors will occur in the green area

Majority of traveling errors will occur in the green area

Backing			Mechanical operation		
DP: Vis Sig Sw Stp Spd Wide Curb 2Stp Unable Road	4		DP: Sig Hands Arm Pos 1Hand Clutch Gear Brk	2	
LS: Wide Dis Cut Curb Weave	2		LS: Clutch Stall Start Races Gear PB Ctl Spins	1	
Parallel parking			**Left turns**		
DP: Vis Sig Cont Thru Curb Unable Road	4		DP: Vis Sig Spd Cut Pos Wide	6	
LS: Curb 1 1/2 Joc	2		LS: Wide	3	
CP: Try Dis Cent	2		CP: Late Stp Lanes	3	
Park and start on hill			**Right turns**		
DP: Vis Sig Pb Gear Wh Dis Ctl Curb	4		DP: Vis Sig Spd Cut Pos Wide	6	
LS: Joc Curb Ctl	2		LS: Wide	3	
CP: Dis	2		CP: Late Stp Lanes	3	
Starting			**Uncontrolled intersections**		
DP: Vis Sig Curb	4		DP: Vis Spd	4	
			CP: Stp Hes	2	
Lane travel			**Following**		
DP: Vis Sig Rt Lanes Curb	4		DP: Close	4	
CP: Lanes Weave	2		CP: Dis	2	
Traffic control devices			**Passing**		
DP: Ftc	4		DP: Vis Sig Wide Close Left Right	4	
CP: Stp	2		CP: Pass	2	
Stop signs/ Flashing lights			**Right-of-way**		
DP: Vis 2Stp	4		DP: Row	4	
CP: Sl Cw Int	2		CP: Row	2	
Traffic signal lights			**General driving performance**		
DP: Vis Yel	4		DP: Attn Slow Stp	4	
CP: Sl Cw Ror Hes	2		CP: Slow Hes	2	

Understanding the "Footprint" of the Score Sheet

DRIVE TEST SCORE SHEET MUSCLE MEMORY EXERCISE

Left turns	Mechanical operation
Traffic control devices	Passing
General driving performance	Following
Stop signs/ Flashing lights	Right turns
Lane travel	Right of way
Uncontrolled intersections	Traffic signal lights

DP = Danger potential   LS = Lack of skill   CP = Congestion potential

Backing		Mechanical operation	
DP: Vis Sig Sw Stp Spd Wide Curb 2Stp Unable Road	4	DP: Sig Hands Arm Pos 1Hand Clutch Gear Brk	2
LS: Wide Dis Cut Curb Weave	2	LS: Clutch Stall Start Races Gear PB Ctl Spins	1
Parallel parking		**Left turns**	
DP: Vis Sig Cont Thru Curb Unable Road	4	DP: Vis Sig Spd Cut Pos Wide	6
LS: Curb 1 1/2 Joc	2	LS: Wide	3
CP: Try Dis Cent	2	CP: Late Stp Lanes	3
Park and start on hill		**Right turns**	
DP: Vis Sig Pb Gear Wh Dis Ctl Curb	4	DP: Vis Sig Spd Cut Pos Wide	6
LS: Joc Curb Ctl	2	LS: Wide	3
CP: Dis	2	CP: Late Stp Lanes	3
Starting		**Uncontrolled intersections**	
DP: Vis Sig Curb	4	DP: Vis Spd	4
		CP: Sl........	2
Lane travel		**Foll...**	
DP: Vis Sig Rt Lanes Curb	4	DP: ...	4
CP: Lanes Weave	2	CP: ...	2
Traffic control devices		**Pas...**	
DP: Ftc	4	DP: .... Left Right	4
CP: Stp	2	CP: ...	2
Stop signs/ Flashing lights		**Righ...**	
DP: Vis 2Stp	4	DP: ...	4
CP: Sl Cw Int	2	CP: ...	2
Traffic signal lights		**Gen...** ....rmance	
DP: Vis Yel	4	DP: Attn Slow Stp	4
CP: Sl Cw Ror Hes	2	CP: Slow Hes	2

Qualified: ☐ **Yes** ☐ **No**   **Your score:**

If no, reason:

☐ Accident ☐ Dangerous action ☐ Violation of law ☐ Deductions ☐ Failure to perform
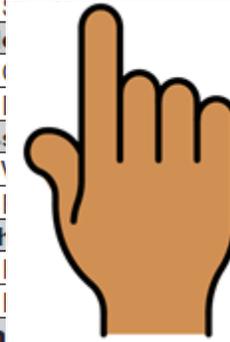
Tips for Conducting a CE Course

BTW Scoring Drives- try just driving the route the first time, ME driving the route first, while the ME is actually saying the verbiage, or doing the test with no verbiage at all. This is to allow the CE to focus initially just on scoring.

Ensure that the CE's know the route and where the maneuvers need to occur prior to the start of class.

ME Conducting a course is responsible for submitting documents and informing the school of certificates, etc. DOL responses are only addressed to the ME listed on EAR or first ME on the Training notification form

Give the presentation exactly as prescribed by the Certified Examiner Course Road Map (found within the CE training package within LX for business).

Leave enough time for questions and answers!

Certified Examiner Training Submission Documents

Include all items required for final submission before Initial Check ride

- Tutorial Completions Certificates (Part 1 and 2 / Knowledge tutorials if not already completed)
- Certified Examiner Training log
- Class Completion Certificate
- Include class feedback

ALL DOCUMENTS MUST BE PRESENT TO ADD TRAINING TO THEIR RECORD.

IT IS HELPFUL IF ME'S ENSURE THEIR LIC# IS ON ANY COORESPONDENCE SENT IN

Certification Documentation

CET TRAINING LOG

- List location, dates & times of the training

- List all attendees & their license #'s

- 4 practice drives & 8 observation drives

- Final practice drive

- List drive dates

- ME signs, dates & sends to DOL w/in 3 days of completion

CERTIFICATE OF COMPLETION

- ME completes a Certificate of Completion for each trainee & keeps copy

- ME completes dates of training & location

-Trainee signs the Certificate

- ME signs & dates the Certificate

- Send in w/in 3 days of training completion

Certificate of Completion

This is to certify that

LIC# 1234567 / Dane Kringstad

has completed the DTS Knowledge Exam Tutorials

For Certified Knowledge Examiner Only:
1. Fill out the DTS Certified Knowledge Examiner Acceptance document (See document titled "DTS CKE Acceptance" in the resources tab of this tutorial on upper right of screen)
2. Click Print (right click and select print if browser does not allow or take a screen shot if using a tablet)
3. Submit both documents to DTSexaminers@dol.wa.gov

OR

For The Certified Examiner Training Course:
Email or bring a hard copy of the following to the Master Examiner that is conducting your Certified Examiner Training prior to the start of the course:

1. DTS DT Tutorial Part 1 Certificate of Completion
2. DTS DT Tutorial Part 2 Certificate of Completion
3. DTS Knowledge Exam Tutorial Certificate of Completion (this document)

Print

Certificate of Completion

This is to certify that

LIC# 1234567 / Dane Kringstad

has completed the DTS DT Tutorial Part 1

Click Print (or take a screen shot if using a tablet).

Email or bring a hard copy of the following to the Master Examiner that is conducting your Certified Examiner Training prior to the start of the course:

1. DTS DT Tutorial Part 1 Certificate of Completion (this document)
2. DTS DT Tutorial Part 2 Certificate of Completion
3. DTS Knowledge Exam Tutorial Certificate of Completion (If not submitted to DOL previously)

Print

Certificate of Completion

This is to certify that

LIC# 123456789 / Dane Kringstad

has completed the DTS DT Tutorial Part 2

Click Print (or take a screen shot if using a tablet).

Email or bring a hard copy of the following to the Master Examiner that is conducting your Certified Examiner Training prior to the start of the course:

1. DTS DT Tutorial Part 1 Certificate of Completion
2. DTS DT Tutorial Part 2 Certificate of Completion (this document)
3. DTS Knowledge Exam Tutorial Certificate of Completion (If not submitted to DOL previously)

Print

Forms Location

https://www.dol.wa.gov/business/drivertraining/dtforms.html

Significant IEGR Clarifications

Vision (VIS)

Give credit if an applicant appeared to use their peripheral vision

Score an applicant who fails to use their best possible vision more than 50% of the time

Backing VIS: Prior to the turn, applicants should check in all vulnerable areas for potential cross traffic and pedestrians

Parallel Parking VIS: Before re-entering traffic for a second attempt, a check of the "blind spot" on the left side is required. An additional attempt occurs when 50% or more of the vehicle leaves the space.

Reminder: Driving to the side of the road is scored under lane travel (VIS)

Signal (SIG)

Reminder: Driving to the side of the road is scored under lane travel (SIG)

Parallel Parking SIG: Score each time 50% of the car leaves the parking area (TRY)

NOTE: Sig is NOT scored when backing

Backing

NOTE: Do not score STP and SW in the same maneuver

Prior to the turn, applicant is unable to back the car around the corner, striking the curb three times. Stop the maneuver and continue the rest of the exam (UNABLE). Do not score UNABLE after the turn has been made

Two wheels on the curb (i.e. two different wheels on the curb occurring during the same vehicle direction of travel, either at the same time or sequentially) score as Dangerous Action (DA), (For a single axle with multiple wheels score each axle as one wheel)

Sig is NOT scored when backing

Parallel Parking

Score the applicant after they have made two attempts to park and still not properly parked. Score all errors made up until that point (e.g. Lack of Skill Jockeying or Congestion Potential TRY)

If the applicant does not back in at all or drives straight into the space without backing, the instructions were not understood therefore give additional instructions and allow another attempt at the maneuver (UNABLE)

(CURB) If you could barely feel contact be aware that perhaps the vehicle is only touching it rather than having been stopped by the curb. If you are not sure, do not score it. Also, if a gentle scrape occurs that did not stop the vehicle, then do not score it

Parallel Parking (Cont)

Do not combine moves made to back into the space with those made to leave the space, or with additional attempts to park. When counting each move, use the change of each vehicle direction (i.e. opposing direction requiring a shift into a different gear)

Each vehicle movement is counted as one, even if it was not a straight line or there were pauses in vehicle movement

After backing into the space (first move), and after a subsequent forward movement (second move), if the applicant then backs again to center the vehicle, this becomes the third movement

After the applicant moves the vehicle six times in the space without exiting, stop the maneuver, score everything you see (i.e. DIS) and advise the applicant to re-enter traffic (do not score UNABLE) score as JOC

Hill Parking

If the applicant attempts to turn the wheel correctly, either partially or when the curb hinders movement, do not score as an error (WH)

If parking brake is not released when attempting to leave, advise the applicant so they do not damage their vehicle and score under mechanical operation. If vehicle automatically engages the parking brake and is unable to be turned off or be manually engaged, do not score

Traffic Control Devices

If the driver failed to safely slow for the intersection, or if a vision check was required due to limited visibility, then score under Traffic Control Device (FTC)

If the applicant strikes or drives over the curb with one wheel, or drives over the curb line when driving around a roundabout, then score under Traffic Control Device (FTC)

Do not score applicants who fail to signal when turning at a traffic circle of any type. This is due to the variances in the types of traffic circles. However, you may still score SIG when a lane change is made without a proper signal

SL/CW/INT

Only score when the wheel well of the vehicle has reached the scored location (i.e. do not score if only the bumper is past the marked stop line)

If the stop line is so faded as to be too difficult to see do not score, instead consider a route change. An applicant is not required to stop prior to the sidewalk

If there is a stop line and crosswalk at the same traffic signal light, score the last applicable error. In cases where both SL and CW road markings are present and could be scored, score only crosswalk (CW)

Traffic Lights

Do not score the applicant VIO if they enter on a green or yellow light, and they do not clear the intersection before the light turns red.

Also, If the light is red prior to entering the intersection then score VIO (do not score the applicant VIO if they enter on a green or yellow light, and they do not clear the intersection before the light turns red)

HANDS

Drives with hands positioned anywhere other than the outside of rim

Drives only using their fingers to hold the steering wheel

Do not score HANDS if an applicant's hand position changes or are inside the rim of the steering wheel during turns, as long as they return to proper hand control position after turning is complete

Only score when the vehicle is in motion

Use visual approximation to evaluate 1/3 of steering wheel, if you are unsure, do not score

ROW

If a pedestrian steps off into a mid-road (non-intersection) crosswalk and instead of stop, the applicant goes around the pedestrian, scored as a deduction (ROW)

At intersections, drivers must stop if a pedestrian or bicyclist is in their half of the roadway

Drivers must also stop if a pedestrian or bicyclist is within one lane of their half of the roadway. Once the pedestrian or bicyclist is beyond one lane of their half of the roadway, drivers may go (See Washington Driver Guide)

If the applicant ignores these rules and the pedestrian did not jump out of the way (i.e. DA), this is scored as a deduction (ROW)

Misconceptions

Do not score for failure to stop talking during the test; instead, redirect the applicant

Do not score for not following a caution sign i.e. Yellow directional warning signs, speed warning signs, speed bumps, etc.

Do not score ROW if the applicant cuts someone off while changing lanes without a reaction by other drivers (e.g. swerves, brakes, etc.). If the examiner intervenes due to being in imminent danger of collision, then score DA. If the driver fails to react safely to others, a score of ATTN is possible, and examiners must be able to describe what occurred to the applicant

Do NOT use the ability to touch thumbs together as a measure of the 1/3 rule. This is due to the differences in hand sizes

Do NOT score if the applicant grinds the ignition. Only apply rules defined in the manual

Misconceptions

Uncontrolled intersections is scored only when traveling straight through the intersection. If turning, this would be scored under left/right turns. You cannot turn into an uncontrolled intersection for testing scoring purposes!

Teaching (instructing) versus testing! Example: Using your blinkers while performing the parallel park maneuver is great instruction, but no required! Touching your chin to your shoulder as blind spot checks, complete stops are not "settling the car" etc…

Check Rides

A check-ride assesses and documents an Examiner's ability to administer a skills exam properly, as described in this manual. The check-ride must be conducted by a Master Examiner.

Types of check-rides:

Certification – This check-ride must take place no sooner than seven days and no later than 45 days following completion of a Certified Examiner training course. An examiner trainee is allowed three attempts to become qualified.

In addition to administering the test properly, examiners are to demonstrate that the verbiage and scoring have been memorized; therefore, job aids are not to be used as a reference. This check-ride counts toward the annual recertification requirement.

Recertification – Used to meet annual requirements to remain an examiner (See paragraph 4.9, Recertification Requirements)

Check Rides

Types of check-rides (Cont):

Audit – This check-ride is administered by a DOL representative as part of a routine audit, investigation or for any reason deemed necessary by DOL. This check-ride only counts toward recertification if it is a qualifying result, the entire route was completed, was done with the auditor in the front seat acting as the driver, and an Examiner Assessment Report was completed.

If you do not have a copy of this documentation to provide then it did not count. If the check-ride resulted in a disqualification, the examiner will be immediately suspended until recertification requirements have been met.

A final decision on a qualification or disqualification will be based on a completed Examiner Assessment Report (EAR) and will rest with the program management and not the auditor conducting the check-ride

Failure to participate in a check-ride required by an auditor similarly will result in suspension

Check Rides

Check-ride Principles:

A check-ride is conducted by a Master Examiner

The certifying Examiner must deliver the skills exam to a Master Examiner acting as an applicant

The certifying Examiner must exhibit all the primary requirements listed on the Examiner Assessment Report in order to pass the check-ride. When certifying new examiners for the first time or reinstating an examiner who was suspended or lost their certification, they are not to use training tools, cheat sheets, or read the verbiage during the check-ride

The Master Examiner must complete their own skills exam score sheet after the drive (i.e. the CE has completed the review of errors with the ME) and compare it to the certifying Examiner's score sheet to assess the outcome of the check-ride

Following the check-ride, the Master Examiner must complete the Examiner Assessment Report and send it to DOL within three (3) days for review and processing

Check Rides- Steps to Follow:

Prior to the appointment, remind the person receiving the check-ride to read the examiner manual and the certification checklist on the back of the EAR form (See Appendix 3 – EAR checklist). Let them know they must perform all steps as taught by DOL and listed on the EAR checklist in order to qualify, including fully completing the score sheet.

The Master Examiner should wait in the vehicle (as an applicant) and the certifying Examiner should start the check-ride from the beginning. The certifying Examiner must follow all the required steps of a skills exam, including:

- Review of identification and insurance documents

- Vehicle inspection

- Brake reaction test

- Hand and arm signal demonstration

- Complete skills exam using the entire route

Check Rides- Steps to Follow (Cont):

The certifying Examiner must complete a skills exam score sheet and demonstrate all of essentials listed below:

Utilize good awareness and observation of the applicant

Provide clear and timely instructions

Use exact verbiage (correct phrase and all key words must be present) for all maneuvers and required checks

Identify all the proper deductions

Score the deductions in the correct places

Complete the appropriate score sheet entries

Calculate the final score correctly

You should practice and take the check-ride on a route you are familiar with

Check Rides- Steps to Follow (Cont):

<u>Recommendations to the Examiner taking the check-ride:</u>

You should read sections seven and eight of this manual just prior to the check-ride and be able demonstrate all tasks listed in the EAR checklist

It is recommended you mark deductions with large visible circles in a contrasting ink so that you are sure to add all the deductions correctly

Provide an accurate final copy of the score sheet only after you reviewed it for both completeness and accuracy

Obtain a copy of the original handed to the ME if for some reason your copy was not properly aligned or produced

Be sure to be ready and observant of driver actions, vehicle controls, vehicle position, and road conditions prior to giving instruction and whenever the car is in motion.

For best observation, angle yourself slightly toward the applicant

Check Rides- Steps to Follow (Cont):

Recommendations to the Examiner taking the check-ride (Cont):

Take the time to do the test correctly / Double check your math!

The Master Examiner should not commit any disqualifying errors such as a dangerous action, violation of law, accident, or failure to perform for the qualifying certification check-ride. These would end the exam prematurely and prevent a full assessment of the certifying Examiner's capabilities.

The Master Examiner will make their errors obvious and will never do things to "trick" the examiner.

Examiners can use the reference sheet on recertifying check rides but not initial; they also shouldn't be used during crucial times because it might distract from scoring.

Check Rides- Guidelines:

The check-ride should consist of at least **10-12 deductions, but no more than 16-18 errors,** and a final score between 65% and the mid 80's, consisting of a variety of errors from multiple score categories

Make errors obvious and include 4-6 danger potential errors (approximately 30 to 50% of the total errors)

A check-ride with fewer deductions does not effectively measure a certifying Examiner's ability to administer a skills exam

If possible, make the same error twice to ensure that the certifying Examiner knows how to properly score repetitive errors

The check ride is to fully resemble a normal applicant skill test exam

The Master Examiner's score on check-rides can vary from drive to drive, but they should include a minimum of four Danger Potential deductions as well as various smaller deductions

Don't make too many errors on one thing (don't use 1 hand 5 different times, because this is a DP and if unscored could result in a failed check ride)

Check Rides- Results:

Following the check-ride, the Master Examiner will complete their own skills exam score sheet that correctly reflects their performance (and planned mistakes) as the applicant

Once the Examiner has briefed the Master Examiner on the results and what to do next, ensure the Examiner is ready to provide to you their final completed score sheet. Do not provide feedback to them until the skill test form has been provided to the Master Examiner. Once received, do not return this form back to the Examiner.

The Master Examiner must utilize their own score sheet as a reference for what was expected on the check-ride

The Master Examiner must compare and contrast their score sheet against the certifying Examiner's score sheet to assess their ability to successfully administer an appropriate skills exam

The Master Examiner must assess whether all errors were identified and scored correctly

Check Rides- Results (Cont):

Following the check-ride, the Master Examiner will complete their own skills exam score sheet that correctly reflects their performance (and planned mistakes) as the applicant

Once the Examiner has briefed the Master Examiner on the results and what to do next, ensure the Examiner is ready to provide to you their final completed score sheet. Do not provide feedback to them until the skill test form has been provided to the Master Examiner. Once received, do not return this form back to the Examiner

The Master Examiner must utilize their own score sheet as a reference for what was expected on the check-ride

The Master Examiner must compare and contrast their score sheet against the certifying Examiner's score sheet to assess their ability to successfully administer an appropriate skills exam

Check Rides- Results (Cont):

The Master Examiner must assess whether all errors were identified and scored correctly

The Master Examiner must discuss scoring and verbiage errors made by the certifying Examiner and inform them of the results of the check-ride

The Master Examiner is to review missed items from the Examiner Assessment Report (EAR) checklist with the Examiner

The Master Examiner must ensure both score sheets are clearly labeled with the person's name, license number, and either "ME copy" or "CE copy" at the top.

Check Rides - REASONS FOR NOT PASSING A CHECK RIDE:

If the Master Examiner scored the drive as a failing score while the certifying examiner scored the drive as a passing score, then this should be assessed as **not** having passed the check-ride

Failure to add the total score correctly will be assessed as not having passed the check-ride. This includes deductions that were circled and briefed as an error but did not have the associated points circled for that error, resulting in a failure to add all assessed deductions to the total score.

In the event that an examiner has marked the proper deductions **and** indicated the correct sub-score but makes an addition error to the total score, the check-ride will not be counted for any purpose and will need to be redone within 30 days (or sooner if your check-ride expiration date expires) in order for an active testing status to remain active.

Check Rides - REASONS FOR NOT PASSING A CHECK RIDE:

Both examples score total should have been 74.

The Drive Test on the left was a basic math error that did not result in a change of overall passing or failing results. This would simply not be counted!

The Drive Test on the right however was miscalculated not due to a math error, but a lack of attention to detail by not circling the correct sub score. This would result in a failed check ride.

Left form

DP=Danger potential   LS=Lack of skill   CP=Congestion potential

Backing		Mechanical operation	
DP: Vis Sig Sw Stp Spd Wide Curb 2Stp Unable Road	4	DP: Sig Hands Arm Pos 1Hand Clutch Gear Brk	2
LS: Wide Dis Cut Curb Weave	2	LS: Clutch Stall Start Races Gear PB Ctl Spins	1
Parallel parking		**Left turns**	
DP: (Vis) Sig Cont Thru Curb Unable Road	(4)	DP: (Vis) Sig Spd Cut Pos Wide	(6)
LS: Curb 1 1/2 Joc	2	LS: Wide	3
CP: Try Dis Cent	2	CP: Late Stp Lanes	3
Park and start on hill		**Right turns**	
DP: (Vis) Sig Pb Gear Wh Dis Ctl Curb	(4)	DP: (Vis) Sig Spd Cut Pos Wide	(6)
LS: Joc Curb Ctl	2	LS: Wide	3
CP: Dis	2	CP: Late Stp Lanes	3
Starting		**Uncontrolled intersections**	
DP: (Vis) Sig Curb	(4)	DP: Vis Spd	4
		CP: Stp Hes	2
Lane travel		**Following**	
DP: Vis Sig Rt Lanes Curb	4	DP: Close	4
CP: Lanes Weave	2	CP: Dis	2
Traffic control devices		**Passing**	
DP: Ftc	4	DP: Vis Sig Wide Close Left Right	4
CP: Stp	2	CP: Pass	2
Stop signs/ Flashing lights		**Right-of-way**	
DP: Vis 2Stp	4	DP: Row	4
CP: (Sl Cw Int)	(2)	CP: Row	2
Traffic signal lights		**General driving performance**	
DP: Vis Yel	4	DP: Attn Slow Stp	4
CP: Sl Cw Ror Hes	2	CP: Slow Hes	2

Qualified: ☐ Yes ☒ No   Your score: **76**

If no, reason:

☐ Accident ☐ Dangerous action ☐ Violation of law ☒ Deductions ☐ Failure to perform

Right form

Check Rides- REASONS FOR NOT PASSING A CHECK RIDE (Cont):

Failure to score three or more Danger Potential deductions

Failure to perform one or more of the maneuvers, complete the route, or fails to complete the entire maneuver (i.e. Does not re-enter traffic on the parallel park maneuver)

Failure to perform an equipment check, perform a brake reaction test, or do a hand-and-arm check prior to the test

Failure to record any deductions on the form (i.e. "Mental scoring"), not recording any errors (deductions) on the form while the test is in progress, or not circling any of the associated point deductions at the end of the test

Failure to use verbiage verbatim (the correct phrase and all key words must be present)

Demonstrates a lack of knowledge by placing errors (deductions) in the incorrect location three or more times (i.e. Scores driving over the bike lane under Lane Travel as LANES rather than Traffic Control Devices as FTC)

Check Rides- REASONS FOR NOT PASSING A CHECK RIDE (Cont):

Not scoring repeated errors to a point when three errors (deductions) are repeated but not scored (i.e. not using hash marks to score the second and third occurrence of the same error or when three different deductions should have been scored a second time but were not) will be assessed as not having passed the check-ride

Poor examiner awareness creating a safety issue while on the check-ride (document specific reasons)

Coaching, bribery, or unprofessional conduct (e.g. inappropriate behavior, lying, committing fraud, falsification, or preferential treatment) will be assessed as not having passed the check-ride

Over-grading (scoring errors that are not errors) for 30% or more of the total errors marked

Missing 30% or more of the deductions (i.e. not scoring 30% of errors made)

Check Rides- REASONS FOR NOT PASSING A CHECK RIDE (Cont):

						Total Errors By ME					
			10	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**
Total Missed Errors or Over-grading by CE		**3**	30%	27%	25%	23%	21%	20%	19%	18%	17%
		4	40%	36%	33%	31%	29%	27%	25%	24%	22%
		5	50%	45%	42%	38%	36%	33%	31%	29%	28%
		2 or less errors missed or Overscores = Under 30%									
		6 or more errors missed or Overscores = Over 30%									
		Total Missed Errors = All DP, LS, and CP not scored by CE									
		Total Over-grading = All deductions scored by CE and not ME									
		If the CE identifies an error, but marks it incorrectly on the Drive Test Score Sheet, do not include this error as missed or Over-grading! *NOTE: Count each category SEPERATELY* *(Total Missed Errors and Total Over-grading)*									

Formula: Total Missed error or Over-graded DIVIDED BY Total Errors by ME, multiplied by 100

$$\frac{\text{Total Missed or Overscore}}{\text{Total ME Errors Made}} \text{ x } 100 = \textbf{Total \%}$$

Example: <u>4</u> total Missed or Overscore / <u>12</u> Total ME Errors = .33 x 100 -= 33%

As with any check-ride, failing a check-ride will result in immediate suspension of testing for that examiner. It is advised to have another staff on-call or not have skill testing scheduled after the check-ride

Check Rides- Documentation:

Master Examiners must send all check-ride documentation via email to DOLDTSExaminers@dol.wa.gov or fax to DOL within three days of the check-ride

The ME is to provide a copy of the EAR report to the person who received the check ride. Check-ride documentation consists of:

Examiner Assessment Report
Master Examiner score sheet
Certifying Examiner score sheet

Note: Check-ride forms submitted with confusing corrective marks, or more than one correction to the deductions (i.e. scribbled out and initialed to correct a scored deduction) can be rejected and require a DOL ME check-ride to occur

ME's should indicate their DOL License number either on the bottom of page 1 of the EAR underneath their signature or on their copy of the Drive Test Score Sheet

Additional thoughts (work into presentation)

Be advised, the program is now tracking errors that occur by Master Examiners when submitting documents to the program; this could lead to Letter of Educations' or other possible disciplinary actions per the school's contract

Encourage your CE's to look the info up in the IEGR. They (and you) need to know it!

ME's should have a solid plan before starting what errors they plan on occurring. If half of your errors occur during the maneuvers (starting, hill park, etc.), its easier

Are you seeing the same errors being made by applicants (general ME info) – If so, look into why! i.e., failures due to "DP Slow, etc.

Additional thoughts

Have your owners ask for pass / fail percentages by instructor after an audit; those with high or low pass percentages you should ride along (when safe) or look at failing check rides for patterns (overscoring / DA, etc).

Appropriate way to make changes to Drive Test Score Sheet – more than one error, re-do, one error, scribbled out and initial

Administering DOL tests or provide check-rides to household members, immediate or extended family, or other relatives (if there is any doubt, do not test)

DOL audit check rides (can occur at any time)

If auditors find a CE that appears to not have an understanding of the fundamental principles, we will look at the ME to ensure they understand the standards.

Certification Documentation

ME'S COPY

ME LIC# 0011

Driving Test Score Sheet

MASTER EXAMINER'S SCORE SHEET

- ME completes score sheet which accurately reflects their performance on the Certification Check-ride

- ME should contrast/compare the Examiner's score sheet against their own for validity

- Go over differences with the certifying Examiner & give Certification Check-ride results

- ME sends to DOL w/in 3 days of certification completion

-Place the ME License number on this score sheet!

VERBIAGE - BRAKE REACTION

AWARENESS - ENSURE CUSTOMER USES BEST POSSIBLE VISION

Certification Documentation

CONTRAST & COMPARE

Certification Documentation

Examiner Assessment Report

WASHINGTON STATE DEPARTMENT OF LICENSING

Instructor/Certified Examiner name	DTS license #	Date
Jimmy Crash	999	11/13/2014

School
All Over DS

Type (check one)
☐ Instructor ☑ Certified Examiner ☐ Master Examiner

Assessment purpose (check one)
☑ Certification ☐ Re-certification ☐ Practice ☐ Audit

Maneuvers	Examiner/Instructor Scoring			Master Examiner/Auditor Scoring		
	Danger pot.	Lack skill	Cong. pot.	Danger pot.	Lack skill	Cong. pot.
Backing				VIS - STP		
Parallel parking				VIS x2		
Park & start on hill	WH					
Starting						
Lane travel				VIS x2		
Traffic control devices						
Stop signs		CW				
Traffic signal lights						SL
Mechanical operation	GEAR			GEAR		
Left turns						
Right turns	WIDE			SIG	WIDE	
Uncontrolled intersect.						
Following						
Passing						
Right-of-way						
Gen. Driving Performance						

Discrepancies

BACKING - Examiner failed to score VIS & STP when ME didn't look to the rear and failed to stop while backing

PARALLEL PARKING - Examiner failed to score VIS twice when ME didn't look to the rear while moving backwards during the maneuver

PARK & START ON HILL - Examiner scored WH when ME didn't engage PB, but the hill was slight & not substantial enough to need to score

LANE TRAVEL - Examiner failed to score VIS on two occasions when ME didn't check blind spot before driving to side of the road

STOP SIGNS - Examiner incorrectly scored CW in this section. It should've been scored under Traffic Signal Lights as an SL

TRAFFIC SIGNAL LIGHTS - Examiner failed to score SL. He score CW in the wrong section, but said he meant to score it under Traffic Lights

RIGHT TURNS - Examiner failed to score SIG during last right turn & incorrectly score DP: WIDE. Should've been LS: WIDE

X _____   X _____
ME/Auditor signature   Date   Examiner/Instructor signature   Date

DTS-661-030 (R/11/14)WE Page 1 of 2   *(continued on next page)*

EXAMINER ASSESSMENT REPORT

- Complete Assessment Report after Certification Check-ride

- Transfer deductions from score sheet(s) to corresponding **Assessment Report scoring sections**

- Give explanations of scoring differences in **Discrepancies section & both parties sign**

- ME sends to DOL w/in 3 days of certification completion

CONTRAST & COMPARE (enter on EAR)

Maneuvers	Examiner/Instructor Scoring		
	Danger pot.	Lack skill	Cong. pot
Backing			
Parallel parking			
Park & start on hill	WH		
Starting			
Lane travel			
Traffic control devices			
Stop signs		CW	
Traffic signal lights			
Mechanical operation	GEAR		
Left turns			
Right turns	WIDE		
Uncontrolled intersect.			
Following			
Passing			
Right-of-way			
Gen. Driving Performance			

Discrepancies

DP = Danger potential   LS = Lack of skill   CP = Congestion potential

Backing
DP: Vis Sig Sw Stp Spd Wide Curb 2Stp Unable Road — 4
LS: Wide Dis Cut Curb Weave — 2

Mechanical operation
DP: Sig Hands Arm Pos 1Hand Clutch Gear Brk — 2
LS: Clutch Stall Start Races Gear PB Ctl Spins — 1

Parallel parking
DP: Vis Sig Cont Thru Curb Unable Road — 4
LS: Curb 1 1/2 Joc — 2
CP: Try Dis Cent — 2

Left turns
DP: Vis Sig Spd Cut Pos Wide — 6
LS: Wide — 3
CP: Late Stp Lanes — 3

Park and start on hill
DP: Vis Sig Pb Gear Wh Dis Ctl Curb — 4
LS: Joc Curb Ctl — 2
CP: Dis — 2

Right turns
DP: Vis Sig Spd Cut Pos Wide — 6
LS: Wide — 3
CP: Late Stp Lanes — 3

Starting
DP: Vis Sig Curb — 4

Uncontrolled intersections
DP: Vis Spd — 4
CP: Stp Hes — 2

Lane travel
DP: Vis Sig Rt Lanes Curb — 4
CP: Lanes Weave — 2

Following
DP: Close — 4
CP: Dis — 2

Traffic control devices
DP: Ftc — 4
CP: Stp — 2

Passing
DP: Vis Sig Wide Close Left Right — 4
CP: Pass — 2

Stop signs/ Flashing lights
DP: Vis 2Stp — 4
CP: Sl Cw Int — 2

Right-of-way
DP: Row — 4
CP: Row — 2

Traffic signal lights
DP: Vis Yel — 4
CP: Sl Cw Ror Hes — 2

General driving performance
DP: Attn Slow Stp — 4
CP: Slow Hes — 2

Qualified: ☒ Yes ☐ No   **Your score:** 86
If no, reason:
☐ Accident ☐ Dangerous action ☐ Violation of law ☐ Deductions ☐ Failure to perform

DLE-520-001A (R/11/13)E

CONTRAST & COMPARE (enter on EAR)

Maneuvers
Backing
Parallel parking
Park & start on hill
Starting
Lane travel
Traffic control devices
Stop signs
Traffic signal lights
Mechanical operation
Left turns
Right turns
Uncontrolled intersect.
Following
Passing
Right-of-way
Gen. Driving Performance

DP = Danger potential   LS = Lack of skill   CP = Congestion potential

Backing
DP: Vis Sig Sw Stp Spd Wide Curb 2Stp Unable Road — 4
LS: Wide Dis Cut Curb Weave — 2

Mechanical operation
DP: Sig Hands Arm Pos 1Hand Clutch Gear Brk — 2
LS: Clutch Stall Start Races Gear PB Ctl Spins — 1

Parallel parking
DP: Vis Sig Cont Thru Curb Unable Road — 4
LS: Curb 1 1/2 Joc — 2
CP: Try Dis Cent — 2

Left turns
DP: Vis Sig Spd Cut Pos Wide — 6
LS: Wide — 3
CP: Late Stp Lanes — 3

Park and start on hill
DP: Vis Sig Pb Gear Wh Dis Ctl Curb — 4
LS: Joc Curb Ctl — 2
CP: Dis — 2

Right turns
DP: Vis Sig Spd Cut Pos Wide — 6
LS: Wide — 3
CP: Late Stp Lanes — 3

Starting
DP: Vis Sig Curb — 4

Uncontrolled intersections
DP: Vis Spd — 4
CP: Stp Hes — 2

Lane travel
DP: Vis Sig Rt Lanes Curb — 4
CP: Lanes Weave — 2

Following
DP: Close — 4
CP: Dis — 2

Traffic control devices
DP: Ftc — 4
CP: Stp — 2

Passing
DP: Vis Sig Wide Close Left Right — 4
CP: Pass — 2

Stop signs/ Flashing lights
DP: Vis 2Stp — 4
CP: Sl Cw Int — 2

Right-of-way
DP: Row — 4
CP: Row — 2

Traffic signal lights
DP: Vis Yel — 4
CP: Sl Cw Ror Hes — 2

General driving performance
DP: Attn Slow Stp — 4
CP: Slow Hes — 2

Qualified: ☐ Yes ☒ No   Your score: 78
If no, reason:
☐ Accident ☐ Dangerous action ☐ Violation of law ☒ Deductions ☐ Failure to perform

DLE-520-001A (R/11/13)E

Master Examiner/Auditor Scoring		
Danger pot.	Lack skill	Cong. pot.
VIS - STP		
VIS x2		
VIS x2		
		SL
GEAR		
SIG	WIDE	

Certification Documentation

Skills or certification checklist
Place a "+" in the line next to each objective the Examiner accomplishes. Place a "–" in the line next to each objective the Examiner did not successfully accomplish.

Pre-test
+ ___ Introduced self to customer
+ ___ Asked customer for ID
+ ___ Verified valid insurance
+ ___ Checked for valid IP/DL or issued DLE-074
+ ___ Conducted hand and arm signal test

Vehicle inspection
+ ___ Checked parking brake
+ ___ Checked brake lights and turn signals
+ ___ Checked for valid license plate
+ ___ Checked for obvious defects
+ ___ Checked seat belts
+ ___ Conducted brake reaction test

Instructions (verbatim per Examiner Guide)
– ___ Brake reaction test
+ ___ Backing maneuver
+ ___ Park and start on hill
+ ___ Parallel parking
+ ___ Starting
+ ___ Turns
+ ___ Lane change

Results
Pass: ☐ Yes   ☑ No

Delivery of instructions
– ___ Maintained sufficient eye contact
+ ___ Spoke clearly
+ ___ Spoke so customer could hear them
+ ___ Gave instructions far enough in advance for customer to react properly

Skills test scoring
– ___ Circled correct abbreviations
+ ___ Used hash marks for 2nd errors
– ___ Scored in appropriate area
– ___ Covered all scorable items

Conclusion
+ ___ Waited until car turned off before unbuckling seatbelt
+ ___ Unbuckled seatbelt before advising customer of results
+ ___ Advised customer of results prior to explaining errors
+ ___ Explained each error recorded on the score sheet
+ ___ Provided clear test results
+ ___ Provided brief explanation of errors
+ ___ Advised customer of the next steps

Overall evaluation
– ___ Examiner observed the customer during all critical points of the drive test
+ ___ Examiner observed for other traffic and pedestrians during all critical points of the drive test
+ ___ Skills test completed within time limit

Notes
Examiner Crash did NOT qualify for his Master Examiner certification today. The Examiner's verbiage was not verbatim, but his directions were clear & concise. Consequently, Examiner Crash failed to score five VISION deductions (1 - Backing, 2 - Parallel Parking & 2 - Lane Travel) and his end result of the Certification drive (Qualified - 86) was not similar to that of the ME's (Disqualified - 78), when reviewed for consistency. He also failed to score Backing - STP, incorrectly scored Stop Signs - CW in the wrong section and mis-scored Right Turns - WIDE. During the post-Cert drive review, the results were explained to the Examiner in detail and his incorrect/missed deductions were identified & reviewed, per the Examiner's manual. Since this was Examiner Crash's second & final attempt at obtaining a Master Examiner's certification, he will be removed from the ME Certification list and be required to test a third time to maintain his Certified Examiner's (CE) endorsement. Examiner Crash will review the documentation from both ME Certification drives as well as review his Examiner's Requirements & Responsibilities Manual, prior to scheduling for his 3rd certification attempt. EXAMINER CRASH WAS DISQUALIFIED FROM BECOMING A MASTER EXAMINER THIS DATE.

DTS-661-030 (R/11/14)WE Page 2 of 2

We are committed to providing equal access to our services. If you need accommodation, please call (360) 902-3900 or TTY (360) 664-0116.

CERTIFICATION CHECKLIST (Page 2)

- Shows all objectives needed to certify

- Mark "**+**" for completed tasks

- Mark "**–**" for non-completed

- Check "**Results**" box "Pass – **YES** or **NO**"

- Give summary & conclusive explanation of Certification Check-ride in **Notes section**

- ME sends to DOL w/in 3 days of certification completion

Check Rides- How to Complete the Examiner Assessment Report (EAR):

Examiner Scoring – Transfer the deduction abbreviations made by the certifying Examiner from the skills exam score sheet into the corresponding columns and boxes in this section in the EAR

Master Examiner Scoring – Transfer the deduction abbreviations made by the Master Examiner from their skills exam score sheet into the corresponding columns/boxes in this section of the EAR

Discrepancies – List the score total for both the certifying Examiner and Master Examiner. Discuss the differences in scoring between the certifying Examiner's score sheet and the Master Examiner's score sheet. Identify missed deductions and scoring errors and explain any rationale for why an error should or should not have been scored by the certifying Examiner

Check Rides- How to Complete the Examiner Assessment Report (EAR):

Objectives – Place a "+" on the line next to each objective the certifying Examiner accomplished. Consequently, place a "−" on the line next to each objective the certifying Examiner did not successfully accomplish

Results – Check the corresponding box that indicates whether or not the certifying Examiner passed the check-ride

Notes – Speak to safety issues and outstanding areas of concern. Examiners may make suggestions for additional training needs that will help the certifying Examiner improve their skills. This space may be used as needed to further explain the results of the check-ride

Signature – The Certifying Examiner and Master Examiner sign the EAR

The results of the check-ride do NOT need to be given immediately to the certifying Examiner. Master Examiners may consult with a DOL representative prior to finalizing the outcome of a check-ride if further clarification is needed. Master Examiner's should not certify an Examiner who cannot properly deliver all components of the skills exam.

Certification Documentation

Skills test scoring

--	Circled correct abbreviations
+	Used hash marks for 2nd errors
--	Scored in appropriate area
--	Covered all scorable items

-Circled Correct Abbreviations:
LS Wide vs DP wide in backing maneuver.

-Used Hash Marks for 2nd errors
Self Explanatory

-Scored in appropriate area:
Scored SIG in Starting vs Scoring in Lane Travel

-Covered all scorable items:
Underscoring any error

EAR Best Practices

Discrepancies: Use this area to describe items overscored, underscored, missed or incorrectly identified.

Notes: Use this area to address items that received a "-" on page 2 of the check list, reasons for failing a check ride. Route concerns or unexpected occurrence (police causes a change in route due to accident, etc.). Be clear, but not too wordy.

Any feedback (good or bad) when you review the check ride ("great verbiage" or "hard to hear at times", etc.)

A "–" on the check list doesn't produce a failed check ride

List scores for both the ME and CE in the Notes section if check ride is failed due to different scoring (i.e., ME produced passing, CE produced failing score)

Section 4.9 – Recertification Requirements

Master Examiners (ME) and Certified Examiners (CE) are required to successfully qualify on a recertification check-ride every year. The check-ride expiration date will no longer be aligned with the instructor renewal date. Instead, **it will be valid for 365 days from the date the last valid passing check-ride was conducted by a Master-Examiner.**

Recertification rules:

The DOL may notify instructors and schools 30 days prior to their check-ride expiration date as a reminder*, **however it is the responsibility of the school and individual examiner to comply with renewal date requirements**, including maintaining, and submitting documents for recertification

ME's are responsible for submitting all examiner certification documentation within three days (pass or fail) to DTS. MEs submitting late check-ride submittals (beyond three business days of the check-ride) will receive a warning letter. ME's with three warning letters may result in loss of their ability to conduct check-rides for up to six months

Section 4.9 – Recertification Requirements

Recertification rules (cont):

There is **no grace period for expired check-ride expiration dates.** The DTS system will automatically place those who are expired in a suspended status

Examiners failing to submit required documentation before their check-ride expiration date may result in a suspension from testing. This suspension can be lifted upon acceptance of a passing check-ride from a DOL or school ME

Examiners whose instructor license has lapsed, has been suspended, or otherwise does not have a valid instructor license, may at the discretion of the program, be required to complete examiner recertification that includes all initial training requirements

A certified ME can conduct check-ride for renewal or training purposes for a CE or another ME, either employed at your school, at another school, or public school as long as they are otherwise in compliance with this paragraph

Section 4.9 – Recertification Requirements

Recertification rules (cont):

Any check-ride conducted by a DOL ME is valid to be used as an Examiner's recertification check-ride as long as the check-ride was conducted to standard and prepared on the EAR form (See Paragraph 4.7, Check-rides)

Due to audit priority and scheduling, never wait on or expect an auditor to complete your check-ride requirement when nearing your expiration date. Examiners should complete their check-rides well in advance of deadlines.

Examiners may request a DOL ME check-ride by emailing the DOLDTSExaminers@dol.wa.gov three to four weeks in advance of the desired date.

Section 4.9 – Recertification Requirements

Recertification rules (cont):

ME's are allowed two and CE's are allowed three attempts to pass their recertification check-rides

If an examiner disqualifies on their first recertification attempt, that examiner is temporarily suspended from administering examinations for three calendar days, starting immediately after the failed check-ride. On the fourth day, they may make their second attempt to recertify

In the event of an examiner's first recertification disqualification, the ME conducting the check-ride must notify DOL immediately following the failed check-ride so the information can be recorded and processed. At that time, the DTS program will suspend the examiner's approval to test in the License Express for Business website and start the three-day suspension period. All recertification documentation otherwise must be sent to DOL within three days

If an examiner disqualifies on their final recertification attempt, that examiner's approval to test status will be suspended for a period determined by the DTS program. An ME may lose the ME Certification on their second disqualification. An ME may make a 3rd and final attempt to certify at a reduced status of CE. They will not be certified to train other examiners

Section 4.9 – Recertification Requirements

Recertification rules (cont):

If an examiner's approval for testing status has been terminated due to failing three consecutive recertification check-rides, that examiner may apply to be reinstated, if:

A new CE Training course has been successfully completed (new examiner process). The program may require the examiner to complete a course provided by a DOL ME examiner

They successfully qualify using an initial certification check-ride with an ME

Any other training requirements, as established by DOL, have been completed

Section 4.9 – Recertification Requirements

Recertification rules (cont):

DOL reserves the right to suspend or remove an examiner's approval to test status at any time, and/or require additional training or assessment, including for:

An examiner who displays a serious lack of ability to administer examinations correctly,

An examiner who displays immediate or egregious safety concerns in the administration of examinations, or

For any reason, as deemed necessary by DOL or the DTS program, per discretionary authority in conjunction with the DOL's mission or Target Zero

MEs who have training or check ride documentation that reflect repeated errors in judgement, are incomplete or inaccurate, continually submits late documentation, fails to maintain required records, or otherwise demonstrates a substantial incompetence or negligence, may result in the program reducing their approval to test status from an ME to a CE, and/or suspension of their ME and/or CE approval to test status pending a review and/or retraining as prescribed by the program

Grab Bag

Become the resident expert! Teach your employees to come to you with questions; if you don't know the answer, reach out to the DOL, then pass on the knowledge (and so you KNOW THE NEXT TIME!)

Practice at your school! Ask a CE at your school to purposely make (and not record) 3 DP errors. Go through a practice check ride (multiple times) to get comfortable performing your duties!

DOL ROUTES 101

Could You Navigate This Route?

Route Guidelines

Schools should have at least two drive test routes. Second and more exams by an applicant will be performed on a different route. (if you only have two routes then the third test would be on the first route.)

Each route will contain the same required maneuvers

Each route should be contained within a three- to five-mile radius from the business location or test start location and last **no less** than 15 minutes

You may not use a drive test route of a Licensing Service Office(LSO)

Drive the route without an applicant to make sure the maneuver locations you selected can safely provide the proper driving situations

Make sure the maneuvers are far enough apart to allow you time to score the maneuvers before giving the applicant the next instruction

Route Guidelines (Cont.)

Provide any updated copies of your drive test routes to the DTS program for approval prior to use. You may not use a drive test route that has not been approved by the DTS program first

When submitting changes to the map, ensure it lists the school location, route number, and date of revision on each page. Route changes must be clearly noted with the location of each maneuver

All routes are to start from your place of business unless you have been approved to start at another location. Clearly identify starting point on your map

Testing routes may not be used for training of any kind

Backing - try not to make too dangerous, near curves in the road, on steep hills, near ravines/ditches

Parallel parking may be done in parking lot using stanchions

WASHINGTON STATE DEPARTMENT OF LICENSING

Driver Training School
Drive Route Review

☐ New route ☐ Revised route ☐ Provisional route ☐ Certified route ☐ Re-certification

DOL auditor name	Date of audit

School name ☐ Main ☐ Branch	School license number

Address	City	State	ZIP code

School contact name	(Area code) Telephone number

Route requirements	Route #	Route #	Route #	Comment
Route driven by DOL representative	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
Contains map revision date	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
Legible map with arrows and lines indicating path and direction	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
Map lists all maneuvers, lane changes, and start and end points	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
Does route remain on public streets once leaving the start point	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
Route driven in vehicle with school representative	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
School name, location, route number on each page	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
Clearly legible map indicating path of travel	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
Turn-by-turn directions with street names matching map	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
Street names legible on map	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
Route starts from licensed location	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
Lane change	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
Backing	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
Park stop on hill	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
Parallel parking	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
Starting maneuver	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
2 uncontrolled intersections	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
2 stop signs	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
2 warning signs	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
2 traffic signals	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
1 flashing light	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
3 right turns	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
3 left turns	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
Route length between 15 and 20 minutes	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	
Approved	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N	

Remarks

X _____

DOL signature   Date

X _____

DOL reviewer signature   Date

X _____

School representative signature   Date

Route Requirements

Route requirements	Route #
	_____
Route driven by DOL representative	☐ Y ☐ N
Contains map revision date	☐ Y ☐ N
Legible map with arrows and lines indicating path and direction	☐ Y ☐ N
Map lists all maneuvers, lane changes, and start and end points	☐ Y ☐ N
Does route remain on public streets once leaving the start point	☐ Y ☐ N
Route driven in vehicle with school representative	☐ Y ☐ N
School name, location, route number on each page	☐ Y ☐ N
Clearly legible map indicating path of travel	☐ Y ☐ N
Turn-by-turn directions with street names matching map	☐ Y ☐ N
Street names legible on map	☐ Y ☐ N
Route starts from licensed location	☐ Y ☐ N
Lane change	☐ Y ☐ N
Backing	☐ Y ☐ N
Park stop on hill	☐ Y ☐ N
Parallel parking	☐ Y ☐ N
Starting maneuver	☐ Y ☐ N
2 uncontrolled intersections	☐ Y ☐ N
2 stop signs	☐ Y ☐ N
2 warning signs	☐ Y ☐ N
2 traffic signals	☐ Y ☐ N
1 flashing light	☐ Y ☐ N
3 right turns	☐ Y ☐ N
3 left turns	☐ Y ☐ N
Route length between 15 and 20 minutes	☐ Y ☐ N
Approved	☐ Y ☐ N

Pre-Drive Items
(Less Drive with School Rep)

On Site
Maneuvers /
Traffic Control Devices

Pre-Drive Items

Route driven by DOL representative – Provisional Routes, exception, not norm

Contains map revision date – Revisions only

Legible map with arrows and lines indicating path and direction – CRITICAL!

Map lists all maneuvers, lane changes, and start and end points – CRITICAL!

Route driven in vehicle with school representative – Not required

Does route remain on public streets once leaving the start point

School name, location, route number on each page

Clearly legible map indicating path of travel -- So important, its listed twice!

Route starts from licensed location

Note – A legend should be present when using symbols (stop sign, signals, etc.)

Route Requirements (IEGR p. 6-3)

Route requirements	Best practices for route requirements
Backing maneuver	This maneuver can be conducted using an alley or driveway, or can be simulated at an intersection, depending on local availability. It is best to use a location with unrestricted visibility in all directions.
Park and stop on a hill	This maneuver can be performed when the vehicle is facing uphill or downhill. It is preferred that it be conducted on a paved street with a curb. • The maneuver may be simulated if no hills are available. • The maneuver should be performed at a location where there will be a minimum danger in case of loss of control. • Steep hills and other dangerous situations should be avoided.
Parallel parking	• Where possible, this maneuver should be conducted on a paved, level street with curbing. Congested areas should be avoided. To complete the entire maneuver, the applicant is required to exit the parking space. • The maneuver may be conducted between two cars with a space between them of approximately 1-1/2 car lengths the maneuver may also be performed with stanchions. When stanchions are used, the parking space should be 25' long and 7' wide. • At locations where stanchions are unavailable, and a parking space between two cars cannot be found, the maneuver can be accomplished by parallel parking to the rear of one car, simulating the presence of another vehicle 1-1/2 car lengths to the rear.

Route Requirements (IEGR p. 6-4)

Route requirements	Best practices for route requirements
Starting	The course must include a location with a level street where there are moderate traffic volumes. The applicant will be directed to drive to the edge of the roadway and stop, and then reenter traffic. This maneuver is not combined with any other maneuver and occurs only after entering the street portion of the course.
Seven traffic control devices	The course should include at least two stop signs, two warning signs, two traffic signals, and a flashing light. In some areas, it may be necessary to route the course to use one sign or signal twice because of availability.
Six turns	The course must include a minimum of three right turns and three left turns. The course should also include turns on wide and narrow streets, and streets with marked and unmarked lanes. When possible, turns involving one-way and multiple-lane streets should be included.
Two unmarked intersections	The course should include at least two unmarked intersections with impaired vision toward the sides. "Unmarked" means without any traffic controls such as signs or signals. In order to score this item, an applicant must go through the intersection (not turn at it.). The purpose is to evaluate an applicant's ability to slow and scan for possible side traffic. (A roundabout is a controlled intersection.)
Lane change	The course must include at least one lane change (moving into a turn lane can qualify for this maneuver if there are no two lane roadways.).

Route Submission <u>Things to Remember</u>

Be cognizant of posted speed limit sign locations on your route or lack there of!

**Washington State Drivers Guide
Page 4-3 / RCW 46.61.400**

Obey speed limit signs. They are there for your safety. Speed limits, **unless otherwise posted**, are:

- 20 mph in school zones.

- 25 mph on streets of cities and towns.

- 50 mph on county roads.

- 60 mph on state highways.

- Parts of interstate highways may be posted with higher maximum speeds.

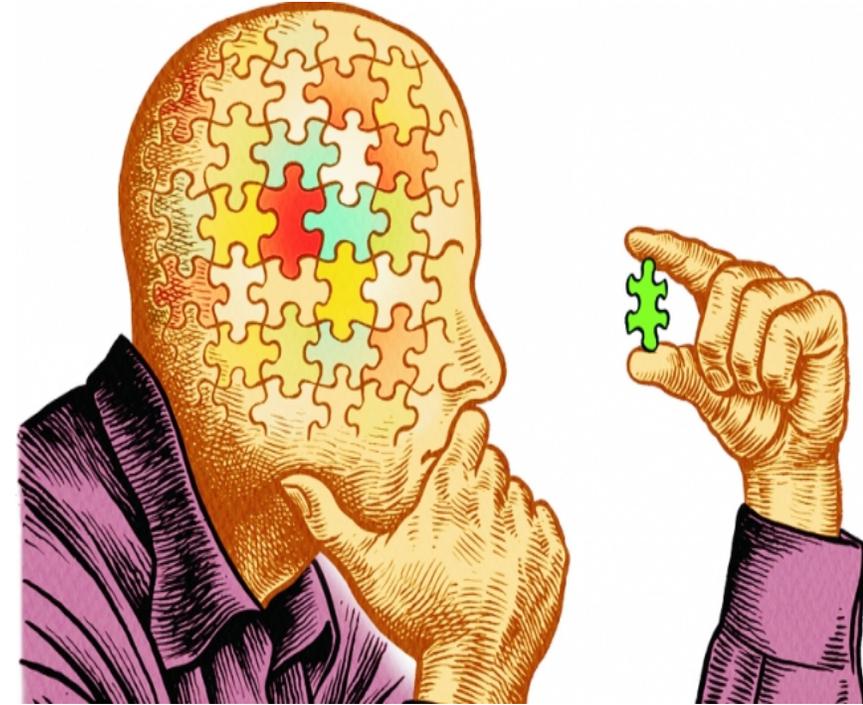# Why Do We Care What The Maps Look Like???

"Ensure consistency of the drive test" (IEGR, p. 6-1)

Easier for Stakeholder employees to learn the route

Clear maps / written directions is a good
 business practice

Makes it faster for the certification of routes

Provides a "second set of eyes"

Route Submission <u>Things to Remember</u>

Items that cause the most significant delay in route certification are the maps <u>not clearly showing the direction of travel</u> and <u>all roads are not clearly labeled on the map</u>

Uncontrolled Intersections can be "3 Way Intersections"! They must be driven THROUGH (not turn into or from)

Having electronic versions of your route, makes it easier for schools to update quickly (due to construction, etc.). Remember, driving schools should have routes accessible to examiners, but not the applicants!

Backing maneuver into stop signs is not safe! Signage changes often (effects older route submissions) – Update when your route you notice these changes (small changes may not require DOL driving route). Plan for Alternates Backing!

Avoid Cul-de-sacs

Route Creation tools are currently posted within the SAW Portal:

WASHINGTON STATE DEPARTMENT OF LICENSING

dol.wa.gov

Training modules

Manuals

Examiner Guidelines and Requirements Manual – Current
Examiner Guidelines and Requirements
DOL Response to Industry Feedback Regarding Examiner Guidelines and Requirements Draft Manual

Training Modules

Instructor Examiner Best Practices Tutorial Part 1
Instructor Examiner Best Practices Tutorial Part 2
DTS Knowledge Exam Tutorial

We highly recommend using either Microsoft Chrome or Edge if using a personal computer to complete the tutorials to allow for proper printing of the certificates.

If you have any questions or issues with the above training modules, please email DOLDTSExaminers@dol.wa.gov.

Knowledge tests are available upon request in 7 languages if you have entered into a signed agreement with DOL. Please contact the Driver Training School Program at 360-902-3703 or tse@dol.wa.gov for these tests:

- English
- Chinese
- Japanese
- Korean
- Russian
- Spanish
- Vietnamese

Knowledge Exam Score Sheets

Driver Training Schools Knowledge Exam Score Sheet English
Driver Training Schools Knowledge Exam Score Sheet Chinese
Driver Training Schools Knowledge Exam Score Sheet Japanese
Driver Training Schools Knowledge Exam Score Sheet Korean
Driver Training Schools Knowledge Exam Score Sheet Russian
Driver Training Schools Knowledge Exam Score Sheet Spanish
Driver Training Schools Knowledge Exam Score Sheet Vietnamese

Resources

Master Examiner/Certified Examiner FAQ
Certified Examiner Presentation
Certified Examiner Training Certificate
Master Examiner Presentation
Supplemental Skills Exam Route Creation Info
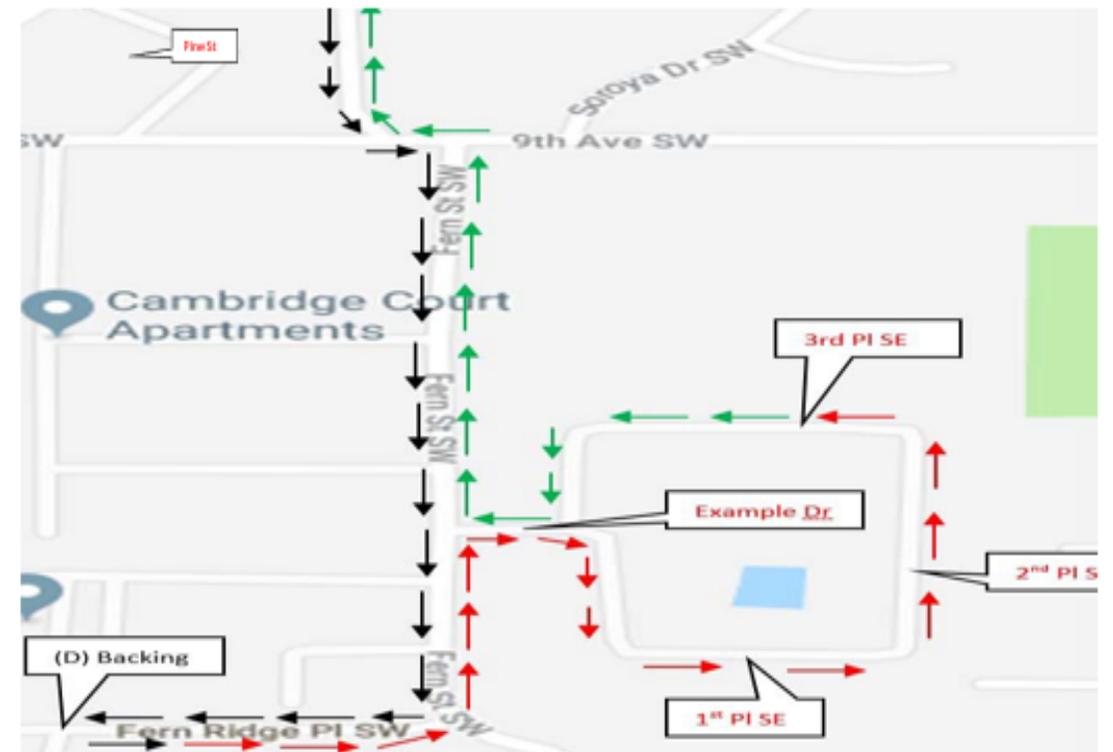DTS Blank Route Map Builder

Map Comparisons

This by no means is the worst example of what the DOL has received; many submissions have roads with 2-3 passes and can seem to blend into one another.
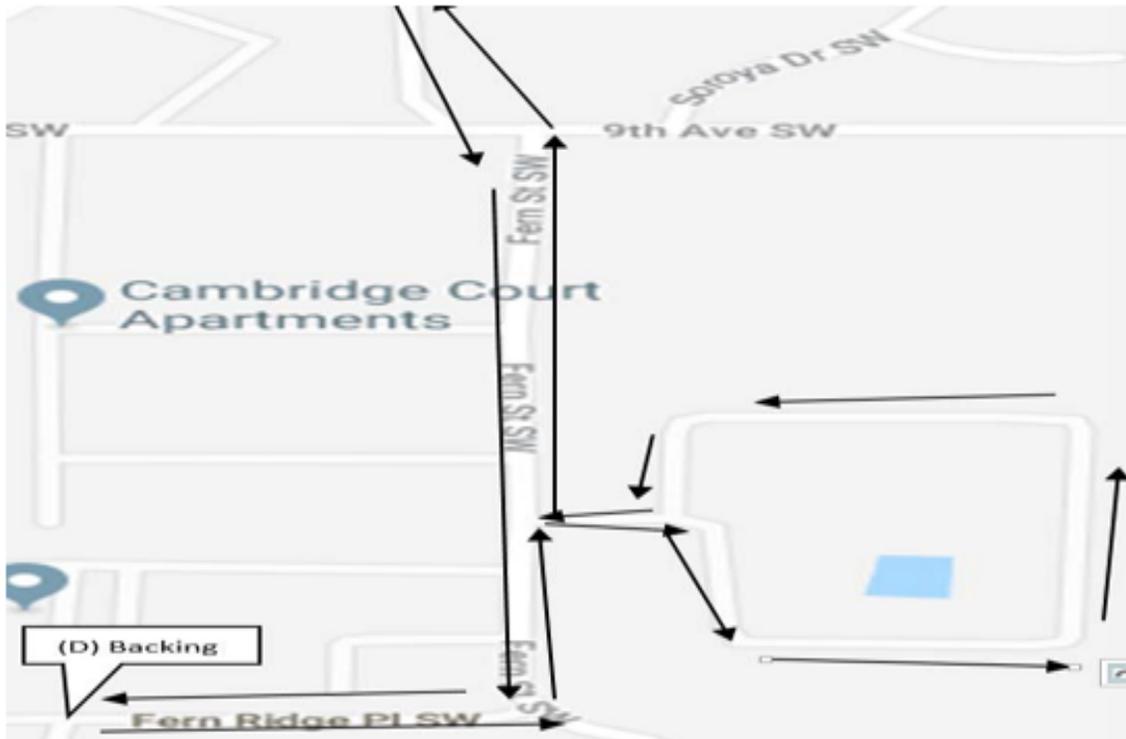
Staggering the arrows more closely, changing the color of the arrow and labeling unmarked roads meets the requirement of the DTS Route approval checklist!

ME Certifying Check Ride

Olympia – (405 Black Lake Blvd SW, Olympia, WA 98502) [insert date]:

[list times]

Lynnwood – (18023 Hwy 99, Suite E, Lynnwood, WA 98307) 1[insert date]:

[list times

ME Certifying Check Ride

As stated previously, **YOU MUST PASS A CERTIFYING CHECK RIDE without the use of job aides** to become a Master Examiner. It is highly advised you review the IEGR scoring section in detail and practice your verbiage to ensure that it is verbatim!

Upon successfully passing your check ride, you will be given notes by your DOL examiner (for the notes section on page 2 of the EAR) and you will receive both copies of the Drive Test Score Sheet. **Ensure you bring a clipboard or whatever you typically use on the drive test!**

You will have a total of two opportunities to pass a ME certification check ride (2nd attempt after 3 days).

You will then take back and complete an EAR for yourself and send to DOLdtsExaminers@dol.wa.gov.

Once reviewed and approved, you will be awarded the Master Examiner Indicator and can begin training Instructors to become Certified Examiners and may begin conducting check rides!

Questions, Comments Concerns?

DOLdtsExaminers@dol.wa.gov