



# Georgia Department of Driver Services

2206 East View Parkway • Conyers, Georgia 30013 • 678.413.8426

Nathan Deal  
Governor

Robert G. Mikell  
Commissioner

## MEMORANDUM

TO: CDL Third Party Testers and Examiners

FR: Kecia Bivins, Division Director for Regulatory Compliance

DA: June 8, 2015

RE: Proof of Testing by Third Party Examiners

The purpose of this correspondence is to inform the Third Party Testers and Examiners of an important federal rule change regarding the submission of CDL Skills Test Score Sheets. As a result of the Commercial Driver's License Testing and Commercial Learner's Permit Standards Rules that become effective July 8, 2015, there are many enhancements that will impact the licensing process.

One of those enhancements requires the Third Party Examiner to submit not only the **failing scores** of each applicant tested, but they must also submit the **passing scores** of all applicants tested. The Georgia Department of Driver Services (DDS) will implement this requirement on **June 15, 2015**.

- To comply with this rule, each examiner must fax in the front and back of the CDL Score Sheet for each applicant they test.
- Score sheets should be faxed immediately after each test to the CDL Unit at 678-413-8436. **Score Sheets cannot be faxed in batches.** They must be faxed individually for each applicant.
- Third Party Examiners will complete and sign the attached **Verification of Passed CDL Skills Test Administration form** (RC-CDL-VPST), which they will provide to the applicant for submission to the DDS Customer Service Center so that the applicant can be issued a license.
- The applicant must wait **one business day** before presenting the **Verification of Passed CDL Skills Test Administration form** to a DDS Customer Service Center.

Thank you for your assistance in the implementation of this change. The Department's staff is able to assist you with any questions you may have about the new rule. We may be contacted at 678-413-8426 or [reginfo@dds.ga.gov](mailto:reginfo@dds.ga.gov).



## Verification of Passed CDL Skills Test Administration

Applicant Name: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Class of License: \_\_\_\_\_

Skills Test Date: \_\_\_\_\_

### The class of vehicle and other required information is indicated below:

Vehicle Type: Tractor Trailer  yes  no  
Truck Trailer  yes  no  
YB  yes  no  
BB  yes  no  
SB  yes  no

Air Brakes  yes  no (yes means both truck and trailer had air brakes)

Air over hydraulic brakes  yes  no

Automatic Transmission  yes  no

Fifth Wheel  yes  no

Passenger Endorsement  yes  no

I certify that the information listed above matches the information documented on the CDL Skills Test Score Sheet # \_\_\_\_\_ submitted to the Department of Driver Services by fax on \_\_\_\_\_. **Customer has been advised to wait one (1) business day before presenting this form to the Department of Driver Services.**

Third Party Examiner Name: \_\_\_\_\_

Third Party Examiner's Signature: \_\_\_\_\_

Third Party Examiner's DDS Certification Number: \_\_\_\_\_

Third Party Examiner's Telephone Number: \_\_\_\_\_