



Georgia Department of Driver Services  
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Nathan Deal  
Governor

Robert G. Mikell  
Commissioner

To: Georgia Motorcycle Safety Program Stakeholders and Applicants  
From: Kecia Bivins, Division Director of Regulatory Compliance  
Date: May 1<sup>st</sup>, 2013  
RE: New Hiring Process

As you may know, the CDL & MSP Units became part of the Regulatory Compliance Division on January 1<sup>st</sup>, 2013. We have been working on certain aspects within the Division and one of them is improving the hiring process for Motorcycle Safety Program Part-Time coaches. Our goal is to streamline operations and to improve overall efficiencies. Here are the steps for becoming a DDS Part-Time Coach:

- Submit a completed GMSP Application.
- We will conduct a background check consisting of a driving history check and a criminal history check using Georgia Applicant Processing System (GAPS).
- Successful completion of the GMSP course is a prerequisite to become a Part-Time Coach.
- When vacancies are available applications may be submitted via the Careers section on the DDS website.
- Candidates meeting the preferred qualifications will receive a face to face interview.
- Selected candidates will receive an offer letter and be required to attend the New Employee Orientation.

The Regulatory Compliance staff is able to assist you and answer any questions you may have regarding the realignment. We may be reached by phone at 770-918-6201 or by e-mail at [reginfo@dds.ga.gov](mailto:reginfo@dds.ga.gov).