

SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES



CLASS D THIRD PARTY TESTER'S SAFETY OFFICER MANUAL

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DISCLAIMER

This manual and other materials used in the Third Party Tester Program is the property of Department of Motor Vehicles:

Procedures, requirements and standards prescribed in manuals or other materials provided by the Department supplement the Third Party Tester Agreement. Safety Officer identification cards, Safety Officer/Safety officer Manuals, knowledge test, test certificates, and test scoring forms are the property of the Department and must be returned to the Department immediately upon the cancellation, termination, or voiding of the TPT Agreement. Duplications, reproductions, or copies of the aforementioned materials are not to be given, shared, or transferred to any other parties, companies, or persons, other than employees of the Third Party Tester company indicated on the Agreement. Any deviation from those procedures, requirements and standards, or improper distribution of the Departments materials is a breach of the TPT Agreement/Contract.

Section A – Definitions

1. **BTW** – Behind the Wheel
2. **CDRS** – Certified Driver Rehabilitation Specialist
3. **Class D** - A basic driver’s license authorizes the licensee to operate motor vehicles, automotive three-wheel vehicles, motorcycle three-wheel vehicles, excluding a motorcycle with a detachable sidecar, or combination of vehicles which do not exceed 26,000 pounds gross vehicle weight.
4. **Company** - Any corporation, partnership, joint venture or sole proprietorship, federal or state agency or department, and any political subdivisions.
5. **Course Completion** – status achieved when an applicant has met all of the contractual requirements, and passed the knowledge and skills tests necessary for successful completion of the driver education course offered by the company, where applicable.
6. **Crime of Moral Turpitude** – a specific type of criminal act that includes, but is not limited to: murder, fraud, larceny, solicitation, manslaughter, distribution of illegal substance, criminal domestic violence, assault and battery, rape, lewd act, contributing to the delinquency of a minor, robbery, burglary, felony DUI, criminal issuance (fraudulent) of a bad check, or filing false reports of a crime.
7. **Department** - The South Carolina Department of Motor Vehicles (SCDMV).
8. **Designated Responsible Person** - The person selected by a Company to supervise the Companies Safety Officers, to include responsibility of all records and submission of reports.
9. **Domicile** - The residence where you have your permanent home or principal establishment and to where, whenever you are absent, you intend to return; every person is compelled to have one and only one domicile at a time.
10. **Driver Testing Company** – Company not licensed as a driver training school, but is licensed as a driver testing company and certified by the South Carolina Department of Motor Vehicles to offer, for a fee, skills testing to license applicant’s seeking a basic class D driver’s license.
11. **Driver Training School** -a facility or legal entity licensed by the Department which is in the business of training or educating persons to operate motor vehicles or which offers training or education to operate a motor vehicle for a fee or charge. Where appropriate, the term includes any owner, partner, officer, employee, or agent of the school.
12. **Knowledge Test** – the knowledge examination designed by the SCDMV that includes, but is not limited to, the definition in Section 56-1-130 of the S.C. Code of Law requiring the examination to test the applicant’s ability to read and understand highway signs regulating, warning, and directing traffic, and his/her knowledge of traffic laws of this state.
13. **Office** – An area within a permanent facility consisting of a minimum of 200 square feet, easily accessible to the public. It should have a sign posted with normal business hours, and not be a multipurpose room.
14. **Private or Public High School** - Accredited teaching institutions conducting a Driver Training Program and licensed by the department where as students who successfully complete the requisite hours of training receive a credit indicating successful achievement of the driver training course.

Section A – Definitions

15. **Safety Officer** - A Full Time Employee of a Company or political subdivision and licensed by the Department to administer skill tests to drivers applying for a Class D driver's license.
16. **Safety Officer Manual** – Operations Manual that outlines and explains the duties, responsibilities and regulations that govern the Safety Officer and Company activities as assigned in the agreement.
17. **Skills Space for Parallel Parking** – Off-Road test site for Parallel Parking that has been inspected and approved by a DMV representative. The space must meet the exercise dimensions 24 feet x 7 feet and have a raised curb edge of 4” to 6” tall. The curbing must be designed of wood or concrete the entire 24 foot length of the space. Each space must have two barricades, (one at each end of the 24 ft. space which represents the back bumper and front bumper of two vehicles), the barricades may either be permanent or on movable skids. Each must be of sufficient height to be clearly visible and at a width of approximately seven feet. The space must be on an approved site and each participating tester must supply to the department evidence that the space is either erected on their property or submit a letter of approval from the property owner/leaser/renter etc. granting access and approval for that company to the location. The department reserves the right to deny the application if it feels that the test site is at an unsafe or unsuitable location.
18. **Skills Test** - the road skills examination designed by the SCDMV that includes, but is not limited to, the definition in Section 56-1-130 of the S.C. Code of Law requiring the examination for every applicant, that requires the test to include an actual demonstration of ability to exercise ordinary and reasonable control in the operation of the type motor vehicle, including motorcycles, for which a license is sought.
19. **SLED** – South Carolina Law Enforcement Division.
20. **SPE** – Skills Performance Evaluation.
21. **State** –The State of South Carolina.
22. **Substandard Test** – Any part or parts of the Class D Driver’s License Test not performed or meeting the standards or requirements in accordance with the Safety Officer Manual, state Law 56-1-15, 56-1-130, or the South Carolina Code of Laws.
23. **Third Party Tester (TPT)** – A company or Agency licensed by the department to perform the Class D driver’s license tests as authorized under Section 56-1-130 S.C. Code of Law pursuant to Section 56-1-15 and 56-1-130 S.C, Code of law.
24. **Third Party Tester Agreement** – the written contract or arrangement between a Company, a Driver Training School, or a High School Third Party Tester and the Department.

Section B - Class D Third Party Tester Requirements for Safety Officers and Companies

1. Companies seeking participation in the Class D Third Party Tester Program (TPT) must submit the following forms to the address listed below.
 - Form DL-304E Class D third Party Tester Agreement, and
 - Form DL-304F Class D Third Party Tester Safety Officer and/or Designated Responsible Person Application.

South Carolina Department of Motor Vehicles
Driver Improvement
10311 Wilson Blvd
Post Office Box 1498
Blythewood, SC 29016-0016

2. Companies must complete and submit a Safety Officer Application for each individual they wish to have trained by SCDMV to perform and/or conduct Safety Officer duties. Companies may have no more than five full-time employees certified as Safety Officers for each participating Third Party Tester Company. Safety Officers must renew applications annually with SCDMV. Companies must also submit a current (not over 30 days old) SLED report at the time of application for each applicant prior to attending class. Additionally, each application must be accompanied by a copy of the selected representatives valid Commercial Driver Instructor's Permit (Form DI-34D) or if the Safety Officer is with a participating high school a copy of their (Form DI-35A).
3. Established Driver Training Schools and high schools who already have certified Driver Training Instructors that are licensed and have submitted a SLED check within the same calendar year that the application is submitted to participate in the Class D Third Party Tester Program (TPT), do not have to submit an additional SLED check for Instructors submitted as Safety Officers.
4. Companies interested in participating with the Class D Third Party Tester Program must meet one of the following requirements:
 - a) Is an established Driver Training School within South Carolina licensed by SCDMV and has at least one certified and licensed instructor.
 - b) Is a high school within South Carolina and has an established certified Driver Training program and has at least one certified Driver Training instructor.
 - c) Is an established business (Business License Required) that has at least one certified instructor and an office building with a classroom facility that meets the requirements as listed below:
 - The office of any participating TPT company, Driver Training School, or high school must be identified by a sign visible to the general public and complying with existing local government ordinances.
 - The office of a participating company, driver training school, or high school must be a permanent structure and may not consist of or include a tent, a temporary stand, or room or block of rooms in a hotel, or rooming house. A TPT participant's office location may not be located within 1500 feet of any building used as an office by the SCDMV.

Section B - Class D Third Party Tester Requirements for Safety Officers and Companies

- The office of each participants company must consist of or have access to a permanent facility consisting of 200 square feet or more for an office and a classroom facility must be available when knowledge testing is offered by the TPT company. A classroom facility must contain seats and writing surfaces for no less than 10 students; adequate materials to complete the knowledge test (DMV generated written knowledge test or web-based knowledge test capabilities if implemented by the SCDMV), the department reserve's the discretion to mandate which technique will be required for participants.
 - Each TPT participant must notify the SCDMV of the location of its office(s) and the dates and hours of operation of the offices. This information must be provided to the Department within ten (10) days prior to opening any office for business.
 - Skills test administration authorized under the Third Party Tester Program allowance may only be conducted during daylight hours as defined in S.C. Code of Laws 56-1-175(D).
- d) Upon receipt by the Department of a notice of an opening of an additional branch office, an authorized representative of the Department shall inspect the branch office(s) for compliance with the provisions of these regulations, and the Department shall issue a branch office license which must be displayed in a prominent place.
- e) When a licensed branch office is closed or its location is changed, the TPT participating company must return the branch office license to the Department within 10 days of the closing or the moving of the office.
- f) Inspection of Company facilities: Each TPT Company, Driver Training School, or high school must permit authorized agents of the Department to make periodic inspections of all school records, facilities, and vehicles used in driver testing. During these inspections the owner(s), manager(s), or other person(s) in charge of the office must cooperate with the authorized representatives of the Department and, upon demand, must produce all student records described herein, copies of driver demonstration scores, and any other items necessary to complete the inspection.
- g) Certified as referenced in items (a), (b), and (c) above means an instructor that is licensed by SCDMV as a Safety Officer and who has successfully completed the Safety Officer training course required by SCDMV for participants in the Class D Third Party Tester Program.
- h) Vehicles used by Companies, Driver Training Schools, or high schools for the purpose of testing applicants for a Class D driver's license must meet the following requirements:
- 1) Must be registered in South Carolina in the name of the business/company as indicated on the Third Party Tester Agreement.
 - 2) Every motor vehicle must be submitted to the Department for an annual inspection prior to use.
 - 3) A company, Driver Training School or high school participating in the TPT cannot use a motor vehicle for Class D skills testing until it has passed inspection by a department representative.

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- 4) Every motor vehicle used by a participant in the TPT must be equipped with:
- Dual controls on the foot brake and clutch, if any, enabling the tester to control the vehicle in case of an emergency.
 - Two (2) inside rear view mirrors, one (1) for the testing applicant and one (1) for the Third Party Tester (the vanity mirror located on the passenger side sun visor of most vehicles will not qualify as an additional rear view mirror for the Third Party Tester).
 - An outside rearview mirror on both sides of the vehicle.
 - All standard safety and operating equipment including tires, brakes, horn, and window glazing shall be in proper working order; seat belts for the operator of the vehicle, Third Party Tester, and all passengers (departmental representatives).
 - Cushion's for the proper seating of the driver of the vehicles.
 - Applicant's seeking a Class D skills test whose vehicle has to be equipped with special equipment for the operator to safely operate a motor vehicle, may not be tested by a Third Party Tester but must be deferred to the SCDMV to receive their skills test.
 - The vehicle must be identified in the following manner depending on the TPT participants functions:
 - a) **If the participant is a Driver Training School** the name of the school and the words "Driver Training" readily identifiable from each side; and the rear of the vehicle shall have the words "Driver Training" on each side, with the lettering or printing at least two (2) inches tall and one-half (1/2) inches wide.
 - b) **If the participant is a high school** the words "Driver Training" readily identifiable from each side; and the rear of the vehicle shall have the words "Driver Training" on each side, with the lettering or printing at least two (2) inches tall and one-half (1/2) inches wide.
 - c) **If the participant is only a Third Party Tester Company and not in the business of Driver Training,** the name of the company and the words "**Driver Testing**" readily identifiable from each side; and the rear of the vehicle shall have the words "**Driver Testing**" on each side, with the lettering or printing at least two (2) inches tall and one-half (1/2) inches wide.
 - d) **Note:** Magnetic Signs are recommended to accomplish the requirements of the aforementioned vehicle marking requirements, but not required. These type signs would be easily transferable from one vehicle to the next, when applicable, and should not cause damage to a car.
 - e) **No Class D Third Party Testers** company may be licensed by the Department unless it maintains personal injury and property damage liability insurance on all motor vehicles owned, leased, or registered in the name of the TPT company, while used in testing,

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insuring the liability of the company/school ,its certified Safety Officers, and any person taking the drivers test, or any passengers within the vehicle in the amount of fifty thousand dollars(\$50,000.00) because of bodily injury to or death of any one (1) person in any one (1) accident, and subject to such limits for one (1) person, one hundred thousand dollars (\$100,000.00) because of bodily injury or death to any two (2) or more persons in any one (1) accident, fifty thousand (50,000.00) because of injury or destruction to property of others in any one (1) accident.

- f) **Exception:** A participating Class D Third Party Tester may administer the skills examination in the student/applicants personal vehicle as long as the motor vehicle has evidence of insurance coverage in the amounts required by S.C. Law (verification to be established by Insurance Policy Number and Name of Insurance Provider and listed on the Score sheet) and passes the required vehicle inspection to be performed by the Safety Officer prior to testing. If a TPT company chooses the exception and test in the student/applicant's personal vehicle the signage required on test vehicles operated under the Third Party Testers authority must in placed on the applicant's vehicle as referenced in Item 4-C above.
5. Companies administering the knowledge test for the Class D Third Party Tester Program must only administer the knowledge test provided by the SCDMV in the format approved for the TPT.
 6. Each Company must complete a ***Commercial Driver Training School Surety Bond*** (SCDMV Form CDL/DI-1).
Note: South Carolina Governmental entities insured by the State Insurance Reserve Fund do not have to submit this information.
 7. Companies must supply to each applicant or student a contract defining the terms of services to be provided by the Third Party Tester. The contract/agreement must indicate the type of services or education being offered dates of testing and/or training, and the cost of services to be provided.
 8. Companies must administer sixty (60) skills test annually to retain their certification and their license. If the Company has more than one certified Safety Officer within the company, then each Safety Officer must administer at least ten (10) skills test annually to retain their certification. Safety Officers who fail to meet the minimum requirement will have to complete a Safety Officer application as a new entrant and re-attend training to qualify. Companies who fail to meet the minimum requirements will be removed from the program.
 9. Safety Officers must be domiciled in South Carolina.
 10. Must be a high school graduate or possess a GED.

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11. The Safety Officer's MVR must reflect two (2) years of operating experience as evidenced by the issuance of a Class D driver's license; time holding a Class D beginner's permit may not be counted toward the two years of experience. The MVR must accompany the instructor's application and cannot be more than 30 days old prior to date of submission to SCDMV. If the MVR is from out of state, the MVR must be issued by that state and must be an original certified copy.
12. Safety Officers cannot have a criminal conviction. SCDMV reserves the right to perform SLED and/or NCIC background checks. SCDMV may also require the Safety Officer or Company to provide a current SLED report for cause shown. Safety Officers must notify SCDMV in writing within 24 hours if they are convicted of any crime.
13. Safety Officers cannot have cancellations, suspensions, or revocations of their driving privileges connected to a moving violation for three years prior to applying to be a Safety Officer and must not have any thereafter. SCDMV must be notified in writing within 24 hours of any cancellation, suspension, or revocation of driving privileges.
14. Have not been convicted of a felony offense(s) or crimes involving moral turpitude, and/or any convictions for tampering, falsification, or altering any government record.
15. Safety Officers may be licensed for only one sponsoring Third Party Tester Company for which they are a Full Time Employee and cannot hold a "Dual Certification." Safety Officers can only test applicants for the sponsored Third Party Tester Company for which the Safety Officer is employed.
16. Safety Officers cannot charge or receive compensation other than their normal salaries or overtime pay for third party testing services. Companies may advertise Third Party Services as a way to solicit applicants, **however an advertisement cannot guarantee a drivers license.**
17. Safety Officers cannot administer any TPT tests until successful completion of SCDMV's Class D Third Party Tester training course and have received a Certificate of Training from SCDMV. Certificates will only be issued after all Third Party Tester Company and Safety Officer requirements have been met.
18. Applicants who attend and successfully complete Safety Officer TPT training must be certified and licensed by SCDMV within 12 months of the completion of the training class to participate in SCDMV's Class D Third Party Tester Program (TPT). Applicants failing to meet this requirement must reapply to SCDMV and meet all the requirements as a first time Safety Officer.

Section B - Class D Third Party Tester Requirements for Safety Officers and Companies

19. Safety Officer's must provide SCDMV with a certified copy (s) of an official statewide criminal background check showing the applicant's full legal name, social security number, and date of birth. Criminal background checks must be performed within 30 days of the application packet being submitted. All offenses must have a final disposition shown on the criminal background check. Applicants must provide SCDMV with a certified copy of a statewide criminal background check from all states the instructor has resided in for the past ten (10) years. To obtain this statewide background check you must use at a minimum your full legal name, social security number, and date of birth. Criminal background checks must not be more than 30 days prior from the date SCDMV receives the background check documents. All offenses must have a final disposition shown on the criminal background check. The Safety Officer must notify SCDMV in writing within ten days of any criminal conviction.
20. Safety Officers must administer the same Class D skills tests DMV Examiners administer and adhere to all policies and/or regulations of SCDMV including those set forth in the Class D Third Party Tester Examiner Manual. Each portion of the TPT examination must be administered and passed within the same day. **Skills test administration authorized under the Third Party Tester Program allowance may only be conducted during daylight hours as defined in S.C. Code of Laws 56-1-175(D).**
21. Safety Officers must administer TPT tests in the appropriate group and/or class of vehicle the applicant intends on operating.
22. Safety Officers must maintain the appropriate class of license and endorsements (or higher) for which they intend to test an applicant for.
23. Safety Officers cannot conduct tests for any family members and/or relatives.
24. Safety Officers must maintain a valid copy of their Drivers License in the Third Party Tester files.
25. Safety Officers may be required to participate in annual Skills Performance Evaluations conducted by SCDMV.
26. Safety Officers must provide and explain the Certification of Conditions to each applicant or student prior to administering a TPT test. If a student/applicant of a participating Third Party Tester (TPT) refuses to sign the required form, the TPT skills test can not be administered.
27. Safety Officers must not administer a TPT skills test to an applicant on the same day the Safety Officer spent time providing training to the applicant. **However, if a licensed, certified and participating Company, Driver Training School, or high school has more than one certified Safety Officer licensed by the department it is permissible for a student to be trained by one Safety Officer and then skills tested on the same day by another Safety Officer within the same Driver Training School, or high school. (There is no reference in the previous sentence to a Driver Testing Company they are not certified and/or licensed to train).**
28. Safety Officers may only administer the TPT skills examination to the test applicant; no other passengers are permitted in the vehicle during an official skill test. **Exception: Unless the passenger is a representative (Analyst/Auditor) of SCDMV in an official capacity performing related job duties.**

Section B - Class D Third Party Tester Requirements for Safety Officers and Companies

- Applicants who have had their **driving privileges suspended, canceled, or revoked** must be tested by the SCDMV because Safety Officers within the Class D Third Party Tester may not administer any portion of the knowledge or skills test.
 - Applicant's that have a **visible impairment or disability** that requires them to be restricted to operating a motor vehicle with hand controls or other special equipment that aids in the operation of the vehicle may not be skills tested by participating Safety Officer within the Class Third Party Program.
 - **Exception:** If the participating Class D third Party Tester Company is a licensed Rehabilitation and/or Medical facility that employees Certified Driver Rehabilitation Specialist (CDRS) who is also a certified Class D TPT Program Safety Officer, then the specialist are permitted to provide the necessary knowledge and skills test, where applicable.
29. Safety Officers will ensure all applicable areas of the Form DL 304C, TPT Record of Examination Test Score Sheet, are completed in full (**Form Numbers are Subject to Change**).
- a) A separate Form DL 304C is completed each time a TPT test is administered and the white copy of the score sheet forwarded to SCDMV once applicant passes the skills test.
 - b) All green copies of the Form DL 304C should be kept in the drivers file.
 - c) If an applicant never passes their TPT test all white and green copies of the Form DL 304C should remain in the drivers file. White copies of the DL 304C will be collected at the time of audit and scanned into SCDMV's driver's history file.
30. If the applicant successfully passes all portions of the TPT test the Safety Officers must complete and issue a road test **Form DL-304A must be completed on day of testing**.
31. If all portions of the TPT test are successfully completed, the Safety Officers will give the applicant a Department approved sealed envelope containing the following documents that must be presented to the DMV within 30 days from the date the TPT test is administered.
- a) All completed Form DL 304C
 - b) The original Form DL 304A **Third Party Tester Program Safety Officer's Certificate**
 - c) A copy of the Certification of Conditions.
29. Forms are invalid after TPT test is administered if:
- a) Envelope is or appears to be altered or opened before being delivered to the DMV.
 - b) The Form DL 304A, Form DL 304C and/or Certification of Conditions have been altered.
 - c) Documents are received at the DMV 31 days or more after the Knowledge or Skills test is administered.
30. Safety Officers leaving a licensed Third Party Tester and wanting their privileges transferred to another Company must:
- a) Be a full-time employee for 180 days with the new Company prior to applying for certification.
 - b) Successfully complete a Skills Performance Evaluation (SPE), if deemed necessary by the department.
 - c) Submit all required paperwork to SCDMV within 365 days of the ending certification date with the previous company.

Section C - Class D Third Party Tester Requirements for Designated Responsible Persons

1. The Designated Responsible Person must be domiciled in South Carolina.
2. The Designated Responsible Person may or may not be a Safety Officer.
3. The Designated Responsible Person must ensure Safety Officer Applications and Class D Third Party Tester Agreements are updated annually.
4. The Designated Responsible Person must ensure their Company and Safety Officers comply with all applicable statutes and regulations of the State of South Carolina and/or regulations of the Department including those set forth in the Class D Third Party Tester Examiner Manual.
5. The Designated Responsible Person will ensure their Company adheres to the following requirements:
 - a. Maintain an established place of business with permanent street mailing address in South Carolina as required in Section B of this manual.
 - b. Each participating Class D Third Party Tester company must be identified by a sign reasonably visible to the general public and complying with any existing local government ordinances.
 - c. Maintain at least one permanent, regularly occupied structure within the State of South Carolina.
 - d. Own or lease at least one Class D motor vehicle that requires the driver to hold a Class D driver's license.
 - e. Have at least one full-time employee who meets Safety Officer qualifications.
 - f. Complete and sign a written Class D Third Party Tester Agreement with the Department.
 - g. Ensure that each participating Safety Officer representing their company has and retains a valid Class D South Carolina driver's license.
6. The Designated Responsible Person is accountable for the maintenance of all paperwork for the licensed Class D Third Party Tester Company and ensures applicable reports are submitted to the Department as set forth in the Class D Third Party Tester Examiner Manual.
7. The Designated Responsible Person will ensure only Safety Officers who have been licensed by the Department to administer tests adhere to all requirements set forth in the Class D Third Party Tester Examiner Manual and state law.
8. The Designated Responsible Person must ensure Safety Officers are made aware of changes in a timely manner to Class D test procedures and/or paperwork requirements required by the Department.
9. The Designated Responsible Person must notify the Department in writing within ten days if a Safety Officer, Designated Responsible Person or company is terminated, relocated, changes in physical, mailing or work email address, or withdrawal from the program.

Section D - Administrative Requirements

1. If the through testing or other review procedures, the Department determines that a contractor is not conforming to the law and regulations applicable to licensing, it may:
 - a. Suspend the authority of a particular individual or entity operating under the contract agreement to administer the tests:
 - b. Suspend the contract agreement;
 - c. Cancel the contract agreement.
2. Companies must allow representatives from the Department to conduct random examinations, inspections and audits without prior notice. All records, documents, reports and/or files required under this program must be kept in South Carolina at a designated location and available during normal working hours.
3. Companies will maintain individual driver files for each individual test administered by their Safety Officer. Driver files will be kept for three years from the date the test was administered; three years after the driver leaves employment; or three years after the Company is withdrawn from the Third Party Tester Program – whichever is greater. At a minimum driver files will include the following documents:
 - a. Copy of applicants Beginner Permit
 - b. Applicants current address.
 - c. A signed copy of the Certification of Conditions.
 - d. Form DL 304C, Class D TPT Record of Examination Road Test Score Sheet, for all tests administered, passed or failed.
 - e. Copy of Form DL 304A, (green and yellow copies) Third Party Tester Program Safety Officer's Certificate if applicant successfully passes the test. Retain the green copy in a separate file for the Driver Improvement Analyst to pick up when he performs an audit.
4. Safety Officers or Company will be issued a series of controlled Form DL 304A, Safety Officer Cards and Form DL 304C, Class D Driver License Skill Test Score Sheets upon completion and licensing of training from the Department. Documents must be used in numerical order.
5. Voided forms (DL 304A and DL 304C) must not be destroyed and must be kept in an individual file for 3 years from the date it was voided. Voided forms will be audited and collected by the Department.
6. Testing Schedules must be submitted to the Department forty eight (48) hours prior to administering each test. Schedules will include: name and BP# of the applicant; date, location and time test is scheduled; and name of Safety Officer administering the test. Testing Schedules can be faxed or e-mailed to SCDMV Driver Improvement office.

Guidance/Example: Any applicant under contract with the school that receives training “of any kind” must be shown on the 48 hour report. Walk-in customers only seeking a knowledge and/or skills test must sign a contract that reflects that the only services that they are receiving is a skills test, then they can be tested on the same day.
7. Monthly Activity Reports must be submitted to the Department by the 10th of each month. Reports will include: name and BP # of all applicants tested; Class of license applicant tested for; test status (pass or fail); all DL304A numbers used; date of test; and name of Safety Officer who administered the test (i.e. report for July 2011 is due to the Department to later

Section D - Administrative Requirements

than August 10, 2011). A negative Monthly Activity Report will be submitted by the 10th even if no test were administered during the previous month. Monthly Activity Reports can be faxed or **e-mailed** to SCDMV Driver Improvement office.

8. Failure to submit **Testing Schedules**, Monthly Activity reports or other required reports as set forth in this manual may result in immediate suspension of the Companies testing privileges and removal from the Third Party Testing Program.
9. The Department reserves the right to change or modify the Class D Third Party Tester Program regulations and/or policies at any time without prior notice. Notification of changes will be email and/or mail to the Designated Responsible Person.
10. Safety Officers and the Designated Responsible Person must attend periodic training sessions conducted by the Department. Failure to attend may result in suspension of the Companies testing privileges and removal from the Third Party Testing Program.
11. The knowledge and skills tests must be conducted in South Carolina and can only be administered by a licensed and certified Safety Officer **or representative** within the company.
12. The Basic Control Skills maneuver for Parallel Parking must be located in South Carolina, meet requirements outlined in this manual and be approved by the Department before a test can be administered. Basic Control Skills maneuver for Parallel Parking must be approved and inspected by a SCDMV representative annually or any time changes are made.
13. Road Test Routes must be located in South Carolina, meet requirements outlined in Section Six (F) of this manual and approved by the Department before a test can be administered.
Note: The Road Test Route is for the actual skills test only, other BTW training requirements are to be done separately and not mixed with any portion of the Class D skills test.
14. All forms required to be maintained by the Designated Responsible Person or Safety Officer can be obtained by **contacting your assigned Driver Improvement Analyst**.
15. If an applicant fails a skills test, the Safety Officers must ensure standardized waiting periods (listed in 17 below) are followed before another test can be administered and cannot use their privileges as a Safety Officer to override time periods between tests. Example: Safety Officers cannot send an applicant who fails a test today to the DMV tomorrow to avoid standardized waiting periods between tests.
17. Standardization for Return Time after Failure of a Road Test
The following are the failure types and the length of time the applicant will wait before the skills test will be re-administered:
 - **7 days:** An applicant who has had previous driving experience (held a former driver's license) who fails a skills test must wait one (1) week to retest, regardless of age. Holding a beginner's permit does not count as former driving experience.
 - **14 days:** An applicant with no previous driving experience who fails a skills test must wait two (2) weeks to re-test, regardless of age.
 - **60 days:** Any applicant (regardless of driving experience) who fails their 3rd test must wait **60** days before being administered their 4th, 5th, or subsequent tests.

Section E - TPT Applicant Requirements

1. Applicants applying for a Class D driver's license must meet the following requirements:
 - a. Hold a valid Beginner's Permit.
 - b. Have held the Beginner's Permit for the required period of time (180 days).
 - c. Have successfully completed the course of Driver Training as agreed upon within the school contract between the applicant and Commercial Driver Training School or the Accredited Course of Instruction at a participating High School. Required hours of instruction are as follows:
 - Commercial Driver Training Car School – (8) Hours Classroom (6) BTW
 - High School Driver Training Course – (30) Hours Classroom (6) BTW
 - **Exception:** Applicants who are at least seventeen years of age or older may be administered the knowledge and skills tests by a Third Party Tester that is not licensed as a Driver Training School or High School, but who holds a valid Class D Third Party Tester License issued by the SCDMV.
 - d. If the applicant has failed their skills test, either with the DMV or Third Party Tester, then he or she must be compliant with the return time requirements in Section D before a subsequent test can be administered.
 - e. If the applicant is under 18, they must have the written consent of their parent, legal guardian (proof required), or a responsible adult (in that order) before a skills test can be administered by a licensed Third Party Tester.
 - f. Sign and have the parent, legal guardian, or responsible adult sign a "Certification of Conditions" acknowledging that they are aware of the requirements under state law 56-1-15 (D) that requires the Department to conduct random retest of applicants tested by Third Party Testers. The Driver Tester, Driver Training School Instructor, High School Driver Education Instructor, or any company or school representative or employee cannot sign the "Certification of Conditions" as the responsible adult.

Note To Safety Officer:

The law governing this program allows the random retest of applicants at the time of application for their initial driver's license at the Department of Motor Vehicles.

2. Have good vision as determined by visual screening according to the states visual acuity requirements.
3. Have a thorough understanding of traffic signs, signals and pavement markings.
4. Be domiciled in South Carolina.
5. If the student/applicant chooses to drive their personal vehicle for the road skills test he/she must provide the Third Party Tester evidence that the vehicle has financial responsibility insurance in at least the minimum amounts required by S.C. state law, including the name of the Insurance Provider and the policy number for the coverage plan. This information must be verified by the Safety Officer before the road skills test is permitted.

Section F - Skills Test Requirements

Class D Driver Testing

Examiners/Third Party Testers have a unique responsibility for ensuring that drivers who are granted a driver's license have the knowledge and skills required for the safe operation of their vehicles.

As crashes and collisions increase, licensing is seen as one way of controlling highway safety and the use of roadways. Examiners play an important role in reducing the incidence and severity of traffic crashes and collisions. Examiners help prevent unqualified drivers from operating motor vehicles, by ensuring that drivers are qualified and will not be a threat to the public's safety.

The tests administered to applicants for a driver's license are based on scientific research and driver safety standards that specify the knowledge and skills necessary for the safe operation of a motor vehicle.

Skills test may only be conducted;

1. On test routes approved in advance by the Department.
2. On test routes that remain compliant with the requirements for roadskills test routes below.

Note: Class D Third Party Tester Program participants must have their own road test routes and have them approved by a department representative before using them for testing. TPT participants can not share/utilize a DMV road testing route or parallel parking space. Additionally, as a Third Party Tester, licensed by the department, it is required that your skills testing route must include the following basic skills maneuvers to be performed in an in-traffic environment during the road test. These required maneuvers include the Straight-line Backing, Three Point Turnabout, Stop On-Grade, and Parallel Parking exercises. The exception is that the Parallel Parking maneuver may be performed in an off-road environment in a location approved by the Department and on property that the TPT owns, leases, rents and/or provides to the department sufficient evidence of the right to use the parallel parking location. The areas for conducting basic control skills maneuvers on each route must not be performed in a residential neighborhood or any other location determined by the Department or a department representative as an unsafe location. The road test route you select must not be closer than five miles of an SCDMV Branch Office and the route can not intertwine with and existing routes established by a DMV location.

Road Test Required Maneuvers

The following are required maneuvers to be performed during the Road Test.

Four Left and Four Right Turns

Included are turns at traffic lights, stop signs, and uncontrolled intersections. The turns range from easy to somewhat difficult. A mixture of different types of intersections are used so that they vary in complexity. Turns that have multiple approach lanes and a single approach lane turning onto a street with multiple lanes are utilized where available.

Section F - Skills Test Requirements

One Lane Change Maneuver

Included are one lane change maneuver. The maneuver should include a lane change to the left and again into the right lane. The lane change maneuver can be conducted during any portion of the road test. The location should be suitable for conducting a lane change. The lane change maneuver may be conducted during the urban/rural highway driving section provided a sufficient amount of driving distance is available.

If you are unable to conduct the lane changes at one location on your approved route due to heavy traffic etc., you may instruct the applicant to perform the lane changes under your instructions at another suitable location on the route.

Traffic Signs

This task requires the driver to observe a variety of traffic signs. Possible signs include regulatory signs (speed limit, no left turn, etc.) and warning signs (winding road, curve ahead, intersection ahead, school crossing, pedestrian crossing, etc.). Once the driver has passed the sign, ask the driver to identify the sign they just passed. Visual search and recognition are essential to safe driving.

General Driving Behavior

Include behaviors that you observe that cannot be scored under any of the other maneuvers. These behaviors may occur anytime during the Road Test.

A Straight Section of Urban Business Street

This section contains through intersections and intersections with traffic lights. It should have moderate traffic density. The section should be one that lets you see how the driver copes with traffic in a typical business area. It should be at least two miles long. Lane change maneuvers may be conducted within this section.

Intersections

Through intersection and intersections where a stop has to be made (a stop sign is preferred). The stop intersections should not be controlled by traffic lights (2- or 4-way stop), if the road test route permits.

Curve

If your route has a curve that requires the driver to slow down and look well through the curve. The curve should have clearly marked driving lanes, if possible.

Rural/Urban Highway

A section of two lane rural highway with highway speeds. Lanes should be marked clearly and the section should be about two miles long.

Note: All Basic Control Skills Maneuvers with the exception of Parallel Parking are required to be performed in an in-traffic environment during the road skills test.
Reminder: All TPT road test routes must be approved by an SCDMV representative.

Section F - Skills Test Requirements

Straight-Line Backing 100 Feet

The driver will (1) activate the right turn signal and bring the vehicle to a stop close to the right edge of the roadway (2) the driver will then lock the steering wheel fully to the right or left (under examiner's instruction). Then the driver will (3) take control of the vehicle and back straight back for 100 ft or when told by the examiner to bring the car to a smooth stop.

Then they will (4) continue on the same road when instructed to do so by the examiner.

Stop / Start On-Grade

The driver will (1) activate the right turn signal to indicate intention to stop, (2) stop parallel to the right edge of the pavement, approximately 18" from curb, if applicable, or if no curb pull completely on shoulder (3) Then the driver will set parking brake (4) will turn the steering wheel to the left or right depending on instructions given by examiner (5) remove foot from brake.

Start On- Grade

The driver will (1) activate left turn signal to indicate intention of returning onto roadway, then the driver will (2) release the parking brake, (3) check traffic/head checks (looks over left shoulder), then the driver will (4) properly reset front wheels, if necessary, (5) place the vehicle in the proper gear (6) safely pull from the parked position into roadway.

Three-point Turnabout

The three-point turnabout area is approximately 24 feet wide, and these dimensions represent the width of a normal two lane road. The driver will (1) activate the right turn signal and pull forward to the right side of the three-point turnabout area and come to a stop. Then (2) the driver will activate the left turn signal, check traffic and pull forward while turning hard left to the other side of the area / roadway. Then (3) the driver will place the vehicle in reverse, check traffic and back the vehicle while turning hard right to the other side of the area / roadway, Finally (4) the driver will place the vehicle in drive and pull the car into the proper lane.

Parallel Parking

The parallel parking space is 7 feet wide and 24 feet long. The driver will (1) activate the correct turn signal, drive past the parking stall and back the vehicle until it is completely within the parking space. The driver should try to bring the vehicle within 18 inches of the curb. Then the driver will (2) activate the correct turn signal, check traffic/head checks and exit the parking stall.

Road Test Scoring Standards

The standards for scoring and administering the Class D skill test and road test are found in the Class D Third Party Tester Manual in Sections 3 (Pre-Trip Inspection), 4 (Basic Control Test), and 5 (Road Test). These standards are the same test administration and scoring standards required of the Departments Examiners for grading the Class D skills test.

Section G - Penalties and Appeals

1. The falsification of any required records, applications, or forms by any Safety Officer or Designated Responsible Person will result in the permanent revocation of his/her certification and at a minimum the suspension of his/her Company's third party testing privileges for a period of six months and may result in the Company's expulsion from the program. Such falsification may also result in criminal prosecution pursuant to §56-1-510.
2. Failure to comply with any of the requirements in this manual, the third party testing agreement, or any applicable statutes and regulations may result in the suspension or revocation of the third party testing privileges of the Company, a Safety Officer, or the Designated Responsible Person.
3. Prior to the imposition of any penalties, the Department will afford the affected parties the opportunity for a hearing in accordance with the Administrative Procedures Act §23-1-10, et seq., if the request for the hearing is received by the Department within ten days from the date of the Department's notification to the affected parties.
4. Appeals from decisions of the Department shall be handled in accordance with the Administrative Procedures Act.

The Office of Motor Vehicle Hearings (OMVH) was created in 2005 and is an office within the South Carolina Administrative Law Court. There are five Hearing Officers, one of whom will be assigned to hear your case. The hearing officers conduct hearings in accordance with Chapter 23 of Title 1, the Administrative Procedures Act, and the rules of procedure for the Administrative Law Court.

The OMVH provides a neutral forum for fair, prompt and objective hearings for persons affected by an action or proposed action of the South Carolina Department of Motor Vehicles **NEW FILING FEE FOR OMVH \$200**

Please be advised that Act No. 212 of the 2012 General Assembly changed the filing fee from \$150 to \$200, effective June 7, 2012. Beginning September 10, 2012, the Office of Motor Vehicle Hearings will begin enforcing the filing fee increase and cases will not be processed until the \$200 fee is received.

South Carolina Administrative Law Court
Office of Motor Vehicle Hearings
Edgar A. Brown Building
1205 Pendleton Street, Suite 325
Columbia, S.C. 29201
Voice: (803) 734-3201
Fax: (803)734-3200

Use for Suspension: The Third Party Tester and Safety Officers are aware that any falsification of records, test forms, Safety Officer forms, demonstration scores, etc., is cause for an immediate sixty (60) day disqualification of Class D driver license testing privileges pursuant to Section 56-1-15 (C) of the South Carolina Code of Laws.