



Georgia Department of Driver Services
2206 East View Parkway • Conyers, Georgia 30013

Nathan Deal
Governor

Bert Brantley
Commissioner

MEMORANDUM

TO: Certified CDL Third Party Testers and CDL Schools
FR: Kecia Bivins, Division Director of Regulatory Compliance
DA: October 24, 2016
RE: Expansion of CDL Road Skills Testing

The Georgia Department of Driver Services (DDS) is pleased to announce, that effective November 1, 2016, all CDL Third Party Testers (TPTs) will be allowed to administer CDL Road Skills Tests to out-of-state residents. The current practice at TPT sites as well as DDS facilities is for the test to be administered only to Georgia Commercial Learners Permit (CLP) holders.

DDS state facilities will continue to administer tests to GA residents only. The new expansion will solely apply to CDL TPTs. There will be some changes to the process of submitting CDL test scores to the DDS CDL Unit:

- The Examiner must email the completed **CDL Road Skills Test Weekly Schedule Form for Out of State Residents** to the CDL Unit at least two weeks prior to testing. Therefore, the weekly schedules submitted during the week of November 1st will be eligible for testing the week of November 15th.
- **Schedule changes are limited to one change per submitted schedule** and will only be allowed for the two (2) situations listed below:
 - Your schedule has been submitted with all of the required information and you wish to switch two (2) applicants' test dates (within that same schedule),
 - In this situation, you should send an email to your assigned CDL Compliance Analyst to advise them of the two applicants you wish to switch;
 - Your schedule has been submitted for an applicant and you later realize that they are not going to be ready to test on the scheduled date due to them needing additional training,
 - In this situation, you should advise your CDL Compliance Analyst that you need to move the test date out and provide the new date for that particular applicant.
- Prior to testing, the Examiner must place the out of state applicant's **CDL Truck Driving School Certificate of Completion** in applicant's file along with a **copy of their driver's license** and **CLP**. This is for auditing purposes.
 - **The CDL Truck Driving School training must have occurred in the state of Georgia.**
- After testing, the Examiner must fax the front and back of the CDL Score Sheet for each **out of state resident** to the CDL Unit at **678-413-8583, which is a new fax number**. Score sheets for *GA residents* should continue to be faxed to 678.413.8436;
 - Score sheets cannot be faxed in batches as they must be faxed individually for each applicant.

- The CDL Unit will upload the scores to Commercial Skills Testing Information Management System (CSTIMS) for transmittal to the appropriate jurisdiction.
- **Out-of-state applicants** should **NOT** be provided the Verification of Passed Skills Test Administration form since they will not be issued a CDL in Georgia.

The Third Party Testing Agreement has been updated to reflect testing out of state residents. Third Party Testers/ Examiners will receive the revised agreement during their next recertification cycle.

We are hopeful that the expansion of the Road Skills Testing will prevent hiring delays, support economic development, and help meet the nationwide shortage of qualified CDL drivers.

The Department's staff looks forward to assisting and answering any questions you may have regarding this expansion. We can be reached by phone at 678-413-8745 or via email at reginfo@dds.ga.gov.

Thanks for helping to enhance the integrity of our CDL Program.