



Virginia Department of Motor Vehicles
 Post Office Box 27412
 Richmond, Virginia 23269-0001
 www.dmv.virginia.gov

ESCORT VEHICLE DRIVER TRAINING SITE APPLICATION

Purpose: Use this form to apply to operate an escort vehicle driver training site for drivers seeking certification to escort vehicles of excessive size or weight.

Instructions: Submit completed site application with instructor application(s) (HP 505) and Extranet Application (US 531 E/ER) to the Commercial Licensing Work Center at the above address.

APPLICATION INFORMATION

TYPE OF BUSINESS: (check one)	<input type="checkbox"/> Driver Improvement Clinic	<input type="checkbox"/> Driver Training School	<input type="checkbox"/> Private Business
-------------------------------	--	---	---

OWNER INFORMATION

BUSINESS ENTITY/INDIVIDUAL OWNER FULL LEGAL NAME (print) (last) (first) (mi) (suffix)		DMV CUSTOMER NUMBER (as it appears on license)	
MAILING ADDRESS OR P. O. BOX (where your mail is delivered)	CITY	STATE	ZIP CODE
HOME TELEPHONE NUMBER	FAX NUMBER (if applicable)	EMAIL (if applicable)	

REPRESENTATIVE INFORMATION (authorized to act on behalf of owner)

MANAGER/ADDITIONAL REPRESENTATIVE FULL LEGAL NAME (print) (last) (first) (mi) (suffix)	TITLE	TELEPHONE NUMBER
--	-------	------------------

BUSINESS INFORMATION

BUSINESS FULL LEGAL NAME			
MAILING ADDRESS OR P. O. BOX (where your mail is delivered)	CITY	STATE	ZIP CODE
FEDERAL IDENTIFICATION NUMBER (FEIN) / DMV CUSTOMER NUMBER	BUSINESS LICENSE NUMBER (attach a copy for each site)		
DO YOU WISH TO DISPLAY YOUR WEB ADDRESS ON THE DMV WEBSITE? <input type="checkbox"/> Yes <input type="checkbox"/> No	YOUR WEBSITE		
DO YOU WISH TO DISPLAY YOUR EMAIL ON THE DMV WEBSITE? <input type="checkbox"/> Yes <input type="checkbox"/> No	YOUR EMAIL		

OPERATIONS INFORMATION

OFFICE HOURS _____ TO _____	OPERATION HOURS _____ TO _____	DAYS OF THE WEEK	LOCALITY	NUMBER OF INSTRUCTORS
--------------------------------	-----------------------------------	------------------	----------	-----------------------

INSTRUCTOR(S) INFORMATION (use reverse side for additional entries)

INSTRUCTOR FULL LEGAL NAME	DMV CUSTOMER NUMBER (as it appears on license)	STATE
INSTRUCTOR FULL LEGAL NAME	DMV CUSTOMER NUMBER (as it appears on license)	STATE
INSTRUCTOR FULL LEGAL NAME	DMV CUSTOMER NUMBER (as it appears on license)	STATE

TRAINING LOCATION(S) (use reverse side for additional entries)

For each location, enter the facility name and address. Attach the business license and a copy of the contract or agreement authorizing the use of the facility to conduct escort vehicle driver training. Documents must show expiration date.

FACILITY NAME	FACILITY ADDRESS
FACILITY NAME	FACILITY ADDRESS
FACILITY NAME	FACILITY ADDRESS

CERTIFICATION (All applicants must complete and sign this section)

I/we hereby make application for approval to provide escort vehicle driver training. I/we certify that I/we are an owner or designated representative and that I/we are authorized to enter into binding agreements on behalf of the site(s). I/we agree to abide by the requirements specified in this form and the current statutes. I/we understand that failure to comply with any of the terms of the Business Approval Requirements or the submission of false or inaccurate information pursuant to this application may result in termination of the training program certification.

I/we further certify and affirm that all information presented in this form is true and correct, that any documents I/we have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I/we make this certification and affirmation under penalty of perjury and I/we understand that knowingly making a false statement or representation on this form is a criminal violation.

OWNER NAME(print)	OWNER SIGNATURE	DATE (mm/dd/yyyy)
CO-OWNER NAME(print)	CO-OWNER SIGNATURE	DATE (mm/dd/yyyy)

INSTRUCTOR(S) INFORMATION (additional entries)

INSTRUCTOR FULL LEGAL NAME	DMV CUSTOMER NUMBER (as it appears on license)	STATE
INSTRUCTOR FULL LEGAL NAME	DMV CUSTOMER NUMBER (as it appears on license)	STATE
INSTRUCTOR FULL LEGAL NAME	DMV CUSTOMER NUMBER (as it appears on license)	STATE
INSTRUCTOR FULL LEGAL NAME	DMV CUSTOMER NUMBER (as it appears on license)	STATE

TRAINING LOCATION(S) (additional entries)

For each location, enter the facility name and address. Attach the business license and a copy of the contract or agreement authorizing the use of the facility to conduct escort vehicle driver training. Document(s) must show expiration date.

FACILITY NAME	FACILITY ADDRESS
FACILITY NAME	FACILITY ADDRESS
FACILITY NAME	FACILITY ADDRESS
FACILITY NAME	FACILITY ADDRESS

BUSINESS APPROVAL REQUIREMENTS**Curriculum Requirements**

1. Maintain certification with DMV.
2. Ensure that all instructors associated with the site receive annual in-service training.
3. Maintain a sufficient supply of student workbooks, instructor guides and other teaching aids.
4. Follow the curriculum and properly utilize the training materials provided by DMV.
5. Conduct a full 8-hour course of classroom instruction. Meals and other breaks do not count as part of the eight-hour requirement.
6. Issue a certificate of completion to each student successfully completing the training course.

Business Office Requirements

1. Comply with all local business license and zoning regulations and with federal, state and local health, fire and building code requirements.
2. Maintain office space in the Commonwealth of Virginia devoted exclusively to the site business office and storage of all records as required by DMV.
3. Post office hours of operation.
4. Maintain filing space and a working telephone listed in the name of the site.
5. Provide desks, chairs, and restroom facilities.
6. Maintain a record of each student attending instruction for the past 3 years.
7. Maintain records of classes conducted for the past 3 years.
8. Post a sign displaying DMV's toll-free number in a conspicuous location inside the business office.

Escort Vehicle Driver Training Location Requirements

1. Each location must be approved by DMV prior to use.
2. Provide DMV with verification authorizing use of the location to conduct classroom instruction throughout license tenure and maintain a copy of the verification in the business files.
3. Comply with all local business license and zoning regulations.
4. Comply with all federal, state and local health, fire and building code requirements.
5. Maintain space devoted exclusively to classroom instruction.
6. Display the DMV license, fees and hours of operation in a conspicuous location.
7. Maintain clean, accessible restroom facilities.
8. Maintain Extranet authorization.
9. Submit accurate reports of attendance within 24 hours of class completion to DMV via Extranet.
10. Maintain adequate interior and exterior lighting and parking facilities.
11. Provide a minimum of 10 square feet, a chair and work surfaces for each student.
12. Post a sign displaying DMV's toll-free number in a conspicuous location inside the classroom during instructional periods.

Instructor Requirements

1. Submit an application (HP 505) attached to the Escort Vehicle Driver Training Site License Application (HP 15).
2. Each instructor must hold a valid driver's license. Instructor driving records should reflect no more than 6 demerit points.
3. All instructors must be properly certified by DMV. Out-of-state instructors must submit a certified copy of a driver transcript from the issuing state to DMV.
4. Display the DMV-issued instructor's certification during classroom instructional periods.

Advertising and Written Notice Requirements

1. No business may use the DMV logo on any form of advertising or lead the public to believe that they are a state-run organization.
2. Provide written notice to DMV within 30 calendar days if there are address, instructor, ownership or other changes that affect the business records. If a provider's participation terminates for any reason, the provider must return the certification to operate to DMV. Extranet users must return DMV-issued equipment or pay a replacement fee.

Audit Requirements

1. Allow DMV to conduct at least one visit/review per year - with or without prior notice.
2. Records must be open and available for inspection by any officer or employee of DMV or any law enforcement officer during normal business hours. DMV may secure and remove these records for the purpose of conducting reviews.
3. Business owner must respond to and/or correct deficiencies/violations noted on reviews within 30 calendar days as directed unless an exception is granted by DMV.