www.dmvNow.com
Virginia Department of Motor Vehicles
Post Office Box 27412
Richmond, Virginia 23269-0001

VIRGINIA DRIVER TRAINING SCHOOL
CLOSE-OUT AUDIT REPORT

Purpose: Use this form to determine that the driver training school licensed by DMV has operated the school in accordance with Virginia statutes and regulations.

Instructions: Return completed form to DMV's Commercial Licensing Work Center at the above address.

SECTION A: GENERAL INFORMATION (CLASS A AND B)

DATE OF AUDIT	DMV DISTRICT		
SCHOOL NAME			
BUSINESS ADDRESS	CITY	STATE	ZIP CODE
CLASSROOM SITE ADDRESS (IF DIFFERENT FROM BUSINESS ADDRESS)			
EMAIL ADDRESS	WEB ADDRESS		
TELEPHONE NUMBER ( )	SCHOOL LICENSE NUMBER		
NAME OF SCHOOL OWNER/BUSINESS MANAGER			

SECTION B: SCHOOL CLASS TYPE (CLASS A AND B)

☐ Class A School — Commercial Driver Training School

☐ Class B School — Passenger Vehicle Training School

SECTION C: TYPE OF INSTRUCTION (CLASS A AND B)

Check all that apply.

☐ Classroom and in-vehicle instruction

☐ Classroom only

☐ In-vehicle instruction only

SECTION D: DMV-ISSUED SCHOOL LICENSE (CLASS A AND B)

1. Was the school license surrendered? ☐ Yes ☐ No If no, explain.

SECTION E: DMV-ISSUED INSTRUCTOR'S LICENSE (CLASS A AND B)			
INSTRUCTOR NAME	**INSTRUCTOR LICENSE NUMBER**	**LICENSE EXPIRATION DATE**	**LICENSE SURRENDERED YES/NO**
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

1. Were all instructor's licenses surrendered? ☐ Yes ☐ No If no, explain.

SECTION F: DMV-ISSUED FORMS (SEE BELOW FOR CLASS TYPE)	
Unused Forms Surrendered	
1. DTS 100 Classroom Attendance Roster (Class B only)	☐ Yes ☐ No If no, explain.
2. DTS 14 In-car Instruction Record (Class B only)	☐ Yes ☐ No If no, explain.
3. DTS 15 Final Road Skills Test Score Sheet (Class B only)	☐ Yes ☐ No If no, explain.
4. Were all DMV-issued forms surrendered?	☐ Yes ☐ No If no, explain.

SECTION G: DMV ISSUED CERTIFICATES			
DTS-A or DTS-B SERIES BEGINNING NUMBER	DTS-A or DTS-B SERIES ENDING NUMBER	LAST CERTIFICATE NUMBER ISSUED	DATE LAST CERTIFICATE ISSUED

5. DTS B (Virginia Commercial Driver Education Certificate) Class A and B only ☐ Yes ☐ No If no, explain

SECTION H: STUDENT RECORDS (CLASS B ONLY)		
FROM DATE	TO DATE	NUMBER OF FILES

6. Were student records surrendered from date of last audit? ☐ Yes ☐ No If no, explain

SECTION I: ADDITIONAL COMMENTS

SECTION J: SIGNATURES	
I certify that the above documents, except as noted, were surrendered to the Department of Motor Vehicles.	
SCHOOL OWNER/BUSINESS MANAGER'S NAME (PRINT)	TITLE
SCHOOL OWNER/BUSINESS MANAGER'S SIGNATURE	DATE
I certify I have secured the documents surrendered as noted *above.*	
AUDITOR'S NAME (PRINT) TITLE	
AUDITOR'S SIGNATURE	DATE

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INSTRUCTIONS FOR COMPLETING THE VIRGINIA DRIVER TRAINING SCHOOL CLOSING AUDIT

SECTION A: GENERAL INFORMATION

Date of Audit: Enter the actual date the audit was conducted.

DMV District: Enter the name of the DMV district where the place of business is located.

School Name: Enter the name of the driver training school as it appears on DMV records.

Business Address: Enter the full address of the place of business, which must be located in Virginia and must be owned or leased by a principal owner of the business.

Classroom Site Address: Enter the address where classroom instructions were conducted if it is different from the place of business; however, both areas must be audited.

Email Address: Enter the Internet address where the school may send and receive information if applicable. In addition, verify that it is the same email address on DMV records.

Web Address: Enter the address if the school advertises on the Internet. Verify that it is the same web address on DMV records.

Telephone Number: Enter the telephone number for the place of business.

School License Number: Enter the ten digit license number issued by DMV as it appears on DMV's records. Example: 1501-000000 for Class A and 1503-000000 for Class B.

Name of School Owner/Business Manager: Enter the name(s) of the person(s) present during the audit. This should be the name of the owner/business manager as it appears on DMV's record.

SECTION B: SCHOOL CLASS TYPE

Check the appropriate box to indicate the class of training the school was licensed to provide.

SECTION C: TYPE OF INSTRUCTION

Check the appropriate box to indicate the type of training the school was licensed to provide.

SECTION D: DMV-ISSUED SCHOOL LICENSES

Collect the DMV-issued school license. The school representative must provide an explanation if school license cannot be surrendered.

SECTION E: DMV-ISSUED INSTRUCTOR LICENSE

Enter instructor licenses surrendered during the closing audit. The school representative must provide a statement explaining why any license(s) cannot be surrendered.

SECTION F, G: DMV-ISSUED DOCUMENTS

Collect all unused DMV-issued forms and certificates and record the information in the space provided. The school representative must provide a statement identifying the serial number(s) for missing or lost certificate(s).

SECTION H: STUDENT RECORDS (CLASS B ONLY)

Retrieve the student records for one year from the date of the closing audit and complete the Student Record Audit Report. Record the timeframe of the student files collected and enter the total number of files collected in the appropriate area on the audit form

SECTION I: ADDITIONAL COMMENTS

Provide an overall evaluation of your findings during the audit and summarize deficiencies.

SECTION J: SIGNATURES

School Owner/Business Manager Name: Have the school representative print his or her full name.

School Owner/Business Manager Title: Have the school representative print his or her position with the school.

School Owner/Business Manager Signature: Have the school owner/business manager sign the audit certifying the unused DMV-issued forms have been surrendered.

Date: Enter the date the audit was conducted.

Auditor's Name: Have the auditor print his or her full name.

Auditor's Title: Have the auditor print his or her title.

Auditor's Signature: Have the auditor sign the audit certifying that the unused DMV-issued forms have been surrendered.

Date: Enter the date the auditor secured surrendered documents.