



# IDAHO TRANSPORTATION DEPARTMENT

## SKILLS TEST EXAMINER PROGRAM INFORMATION

**YOUR Safety ••• ► YOUR Mobility ••• ► YOUR Economic Opportunity**

Thank you for your interest in becoming a Class D and/or Motorcycle Skills Test Examiner for the Idaho Transportation Department. This document informs potential Skills Test Examiners about the requirements of the Class D and Motorcycle Skills Test Examiner Program.

### **APPLICATION FOR SKILLS TEST EXAMINER FOR CLASS D DRIVER LICENSE OR MOTORCYCLE ENDORSEMENT:**

The Idaho Transportation Department, Division of Motor Vehicles, seeks to establish individual agreements with qualified individuals to provide Class D and Motorcycle skills testing to driver license applicants seeking licensure in Idaho. This program is required for testing applicants to assess the skills necessary to safely operate a motor vehicle or motorcycle. Typically skills tests are required for a variety of reasons, the majority being those who have completed drivers training, including their supervised instruction period (other applicants may include those required due to medical or visual recommendations, those that have had their Class D license expired for 25 months or longer, or those seeking a motorcycle endorsement). Skills Test Examiners are authorized agents of the Department to specifically conduct skills tests for the state. Skills Test Examiners are located throughout the state based on the needs of the public.

The Department strives to keep an adequate number of Skills Test Examiners in all areas statewide to provide timely services and meet the needs of Idaho citizens. Goals of this program are to ensure that every driver license or motorcycle endorsement applicant has the ability to receive a valid and reliable skills test from a department certified or an Idaho STAR certified Skills Test Examiner. The Skills Test Examiners are relied upon to provide a reliable, non-biased skills test and ensure the driver demonstrates the necessary skills to safely operate a motor vehicle or motorcycle on the highways.

Current availability for Skills Test Examiners is not continually open; this application will be held until there is a need in the area(s) you provide. To be considered at that time, please complete the following application and submit it according to the instructions provided. Skills Test Examiner training and certification is provided by the Department for Class D skills testing. For Motorcycle skills testing, there is an additional prerequisite to be certified by Idaho STAR followed by attending department training.

As services are needed in locations across the state, the Department will consider all applicants for that area. Selection will be made based on experience, training, employment record, and agreement that if selected, you agree to a criminal background check.

Upon successful completion of department and or mandatory training, certified Skills Test Examiners are considered agents of the Department and a memorandum of agreement will be executed. The agreement has an initial term of three years, and will be renewable. Approved examiner names will be placed on a list of certified Skills Test Examiners, which is posted on the Department's website for the public to select. Names are rotated on a regular basis to ensure tests are as evenly distributed as possible. Allowable fees to be charged to applicants are set by Idaho Code, for Class D skills tests the Skills Test Examiner may charge not more than \$28.50, and for Motorcycle skills tests may charge not more than \$25.00.

## ELIGIBILITY REQUIREMENTS

Individuals that are **eligible** to apply to become a Skills Test Examiner have experience in any of the following:

- Individuals with a background in driver training and evaluation, commercial driver training and evaluation or individuals that have received driver safety training,
- Other individuals that the Department deems eligible by reason of their prior work history, experience and background in teaching, or ability to meet the specific needs of the Department.
- Those who have been certified by Idaho STAR to conduct Motorcycle skills tests.

Individuals are **ineligible** to apply to become a Skills Test Examiner:

- Current employees of the Idaho Transportation Department.
- Individuals who have a driver's education program that has been evaluated by the Idaho State Department of Education or Idaho Bureau of Licensing and been found to have uncorrected deficiencies or for whom the Idaho State Department of Education or Idaho Bureau of Licensing has received letters of complaint.
- A former Class D, CDL, or Motorcycle Skills Test Examiner with the Department that was canceled.
- A Sheriff or Sheriff's Office employee in the driver's license or vehicle registration office, or as a patrol officer, who is currently employed in such offices.

**To QUALIFY as a Skills Test Examiner, an individual shall meet all of the following conditions:**

- Be at least twenty-one (21) years of age.
- Hold a valid Idaho driver's license.
- Have a permanent Idaho physical address and telephone number.
- During the three (3) year period immediately preceding application:
  - The applicant's driver license has not been suspended, revoked, denied, canceled or disqualified, or subject to any action ordered by the Department, administrative hearing officer, or a court.
  - The applicant has not been convicted of or determined responsible for any traffic violation in relation to more than one (1) motor vehicle accident.
- File and maintain a Skills Test Examiner application with the Department.
- Agree to be fingerprinted as part of a criminal background check.

**To BECOME a Skills Test Examiner, an individual shall meet all of the following conditions:**

- Apply and be accepted by the Department.
- Enter into a written memorandum of agreement with the Department.
- Have successfully completed a Skills Test Examiner certification course for Class D conducted by the Department. (*\*Class D Skills Test Examiners only*)
- Have successfully completed a Skills Test Examiner certification course for Motorcycle endorsement conducted by Idaho STAR. (*\*Motorcycle Skills Test Examiners only*)
- Have successfully completed a Skills Test Examiner training course conducted by the Department.
- Be willing to provide testing at the convenience of driver license applicants, which may include some early evening, or weekend skills testing.

*\*Both certification courses are required in order to become a Skills Test Examiner for Class D and Motorcycle.*

## SELECTION OF SKILLS TEST EXAMINERS

**The Department will only contact individuals from the applications submitted based on the need for Skills Test Examiners as they arise. Applicants will not need to contact the Department after the application is submitted.**

All applications for Skills Test Examiners shall be submitted on the online forms provided by the Department. The Department may require that the potential examiner be interviewed by the Department prior to acceptance into the Skills Test Examiner program. Applicants shall be required to travel at their own expense to attend the mandatory training.

Each application will be reviewed by the Department for admission into the Skills Test Examiner Program.

### Considerations include:

- The need for additional Skills Test Examiners in each location will be determined by the Department based on the need to provide adequate and timely access for driver license applicants.
- The Department will select Skills Test Examiners based on their eligibility, verified work history and qualifications, the needs of the public, availability to conduct skills tests, and ability to represent the Department in a positive manner while administering tests in accordance with all Department requirements.
- The most qualified applicants will have a background in driver training and evaluation, commercial driver training and evaluation, or individuals that have received driver safety training.
- The Department reserves the right to refuse certification to any individual who the Department deems unsuitable or not qualified based on the qualifications, standards, conditions, and requirements contained within this document including criminal history background check.
- The Department reserves the right to select Skills Test Examiners in a manner so that one individual does not control all skills testing availability in a locality.

### To maintain Skills Test Examiner certification, an individual must:

- Be willing to meet the needs of the public in their area.
- Willingness to conduct a minimum of fifty (50) tests per year. Skills Test Examiners located in sparsely populated areas may not be subject to a requirement to conduct a minimum number of tests per year.
- Ensure that no more than sixteen (16) tests are scheduled or conducted within a twenty-four (24) hour period.
- Ensure that individuals who fail to successfully complete the skills test are not tested more than once in a three (3) day period, unless the original test failure was due to vehicle or document deficiencies.
- Ensure that all skills tests are conducted strictly in accordance with the requirements of the Department as presented in the Skills Test Examiner agreement, the most current version of the Skills Test Examiner manual, Idaho Code and any current training or instructions provided by the Department.

If interested in becoming a Skills Test Examiner, **please complete the following application and send to:**

#### Mail

Skills Test Examiner Program DMV  
Idaho Transportation Department  
PO Box 7129  
Boise, ID 83707-1129

#### Fax

ATTN:  
Skills Test Examiner Program DMV  
(800) 922-3015

#### Email

Skillstest@itd.idaho.gov



# IDAHO TRANSPORTATION DEPARTMENT

## SKILLS TEST EXAMINER APPLICATION

**YOUR Safety** ●●●▶ **YOUR Mobility** ●●●▶ **YOUR Economic Opportunity**

Please click in the indicated areas to type. Click the box beside your selection to check.

1. Full Legal Name: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_  
 City & Zip: \_\_\_\_\_
3. Primary Phone Number: \_\_\_\_\_  
 Other Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_
4. Idaho Driver's License Number: \_\_\_\_\_ Class: A  B  C  D

### SERVICES TO BE PROVIDED

5. Type of testing you are interested in (click all boxes that apply) :     Class D     Motorcycle
6. Indicate the number of skills tests you expect or be willing to administer per year (click the box to check):  
 1-100     100-200     200-300     300+
7. Locations (city & county) where tests will be conducted:
8. Availability for testing (days and times):

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**EXAMINER QUALIFICATIONS**

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9. If selected, are you willing to undergo a fingerprint criminal background check?

Yes  No

10. Have you been licensed in any other state in the past three (3) years?

Yes  No  If yes, please list each state:

11. Within the past three (3) years, prior to the date of this application, have you had your driving privileges suspended, revoked, denied, cancelled, or otherwise disqualified in this state or any other state?

Yes  No  If yes, please explain:

12. Identify any citation involving an accident that you were at fault:



**EMPLOYMENT RECORD**

17. Please list your work experience for the previous three (3) years starting with your most recent employment. Include employer, dates of employment, and a brief explanation of responsibilities.

<b>DATES OF EMPLOYMENT</b>	<b>EMPLOYER</b>
<b>JOB TITLE</b>	<b>RESPONSIBILITIES</b>
<b>DATES OF EMPLOYMENT</b>	<b>EMPLOYER</b>
<b>JOB TITLE</b>	<b>RESPONSIBILITIES</b>
<b>DATES OF EMPLOYMENT</b>	<b>EMPLOYER</b>
<b>JOB TITLE</b>	<b>RESPONSIBILITIES</b>

\*If necessary, additional employment information may be attached separately.

**REFERENCES**

18. Please list 3 references that we may contact regarding your qualifications and ability to administer skills tests. Include name, any job title, place of employment, and phone number.

Name	Job Title	Employer	Phone Number

I certify under penalty of perjury the above stated facts are true and accurate to the best of my knowledge, information, and belief.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submission of an application is not a guarantee of hire. The Department will only contact individuals from the applications submitted based on the need for skills test examiners as they arise. Applicants will not need to contact the Department after the application is submitted.**

If interested in becoming a Skills Test Examiner, **please send the completed application to:**

**Mail**  
 Skills Test Examiner Program DMV  
 Idaho Transportation Department  
 PO Box 7129  
 Boise, ID 83707-1129

**Fax**  
 ATTN:  
 Skills Test Examiner Program DMV  
 (800) 922-3015

**Email**  
 Skillstest@itd.idaho.gov