



Professional Truck Driver Institute

2460 W. 26th Ave., Suite #245-C, Denver, CO 80211

720-575-7444 ~ info@ptdi.org ~ www.ptdi.org

PTDI HireRight DAC Reporting Requirement

PTDI Certification Standards require certified training organization's participate in a program to provide pertinent student information to HireRight's DAC Trucking Employment History File, located in Tulsa, Oklahoma. There are no costs to the training organization for joining HireRight for this purpose.

It is essential to the trucking industry and to training organizations that student data be readily available and verifiable to expedite the hiring process and to eliminate misrepresentation of student claims regarding training they have received. It is also beneficial for training organizations to have the ability to track students after they have graduated (Note Standard 7.1 – Follow-up).

In order to properly maintain such, PTDI has joined with HireRight in a cooperative program designed to gather and maintain information on student graduates and non-completers of PTDI certified courses. Schools are also encouraged to provide information to HireRight's DAC Trucking Employment History File for students who graduate from non-certified courses, as well as students who terminate their attendance prior to completing a course.

The below policy and procedures document provides instructions to begin reporting to HireRight.

Students can sign a Student Information Release Form if your school has privacy concerns. Details and a sample are included below.

Current and adequate student data is an important service to the trucking industry, the tractor-trailer driver training industry, and to other qualified individuals and groups who are acting in the public interest to advance the cause of improving commercial truck driver performance and public confidence in them.

Additional components to this document which you can get from PTDI or HireRight:

- Professional Driver School Participation Agreement
- Driving School Record Form
- Driver Record Revision Form

Please contact Rich Rehburg at HireRight for current forms and submission information.

rich.rehburg@hireright.com, 800-331-9175 extension 8582146



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PTDI HireRight Reporting Procedure

In order to provide current and sufficient data regarding the training of students to prospective employers and other qualified individuals and groups, organizations with certified courses are required to provide student information to: HireRight, 14002 E. 21st Street, Suite 1200, Tulsa, Oklahoma 74134.

There are no charges for submitting records to HireRight.

STEP #1 **Complete the Participation Agreement**

- Upon receipt of this document, complete the “Professional Driver School Participation Agreement”
- Email the completed participation agreement to BOTH HireRight and PTDI

STEP #2 **Complete the Driving School Record forms**

- Complete a “Driving School Record” form for each student.
- Do this for ALL students, both graduates and non-completers, of your course
- The attached sample form has a guide for completion.
- Additional “Driving School Record” forms can be requested from HireRight

ALL students should be reported whether they graduated from course or terminated prior to completing the course.

STEP #3 **Send completed Driving Record forms to HireRight**

- Completed "Driving School Record" forms should be *forwarded to HireRight within 15 days of graduation or the date the student terminates attendance* of a course.
- Training organizations are encouraged to batch such records by class, prior to forwarding to HireRight.

ADDITIONAL NOTES

- Please keep a record of reports sent to HireRight for your file.
- If a school policy prevents reporting, have students sign the waiver to allow submission of records.



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PTDI FERPA and DAC Reporting Information

SUMMARY

- PTDI course certification, schools are to report graduates to HireRight's DAC Employment History File.
- The Federal Motor Carrier Safety Administration requires employers place a copy of the driver's training certificate in the driver's personnel or qualification file (Regulation 380.509).
- The Family Educational Rights and Privacy Act (FERPA) of 1974, requires educational records maintained by schools only be released with written consent of the student. For the employer to receive a copy of the certificate of completion from the school, the student must complete, sign and date a release and deliver to the school.

It is acceptable to the Fair Credit Reporting Act and FERPA to release the student's performance as long as the student signs a release.

DETAILS

As a requirement for PTDI course certification, schools are to report graduates to HireRight's DAC Employment History File. Some schools cite the Family Educational Rights & Privacy Act (FERPA) for not being able to comply. Subsequently the TCA/PTDI attorney Ken Ferguson checked with the US Department of Ed, Family Policy Compliance Office regarding the release of driving school student records to a prospective employer. It is perfectly acceptable for the release of student's performance as long as the applicant/student signs a release. (The Fair Credit Reporting Act (FCRA) requires all DAC customers to have a signed release before ordering reports.)

Also, addressing a school's objection to storing the student performance record in DAC's database based on the FERPA, the attorney review did not find any restrictions to storing the records with USIS. Their attorney previously wrote an opinion titled "Necessity of Obtaining Consent of Consumer to Send Information to a Consumer Reporting Agency". The PTDI attorney asked their Compliance Dept. to compare this legal opinion with respect to its application with the provisions of the FERPA. PTDI had also asked DAC for a statement from DAC's legal department to give to schools addressing this issue. In lieu of this, Robert McClanahan suggested the following wording:

"For purposes of employment and investigation as required by Part 382 and Part 391 of the Federal Motor Carrier Safety Regulations, (Name of School) participates in reporting student information to HireRight(DAC) Services.

"It is understood and agreed that upon completion or termination of training, (name of school) will release my student information to HireRight (DAC) Services. Information will include my name, social security number, driver license number, date of birth, and address. Also included will be period of attendance, number of accidents, eligibility to return, reason for leaving school, status as an entry level driver, type of equipment operated, loads hauled and school record pertaining to grade point average, attendance rating and pass or failure of road test and also resident training or home study training. "



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PTDI Student Release Form

School Name:

Program Name:

For the Purposes of employment and investigation as required by Part 382 and Part 391 of the Federal Motor Carrier Safety Regulations, the school listed above participates in reporting student information to HireRight DAC Trucking Services.

It is understood and agreed that at completion or termination of training, the school listed above will release my student information to HireRight DAC Trucking Services. Information will include my name, social security number, driver license number, date of birth and address. Also included will be period of attendance, number of accidents, eligibility to return, reason for leaving school, status as an entry level driver, type of equipment operated, loads hauled and school record pertaining to grade point average, attendance rating and pass or failure of road test.

The facts set forth in my student information sheet are true and complete. I authorize the school above to release all information regarding my status as a student to any prospective employer or for any of the school's reporting purposes.

Print Name:

Signature:

Date:
