

USE THIS FORM ONLY FOR ATTENDEES OF PTDI CERTIFIED COURSES (USE THE DAC FORM FOR NON-CERTIFIED COURSES)

<b>1</b>	<input type="text"/>	<input type="text"/>	
	MEMBER I.D. #	CERTIFICATE OR SEAL #	
<b>2</b>	<input type="text"/>		<input type="text"/>
	INDIVIDUAL'S LAST NAME		FIRST NAME INITIAL
<b>3</b>	<input type="text"/>		
	SOCIAL SECURITY NUMBER		
<b>4</b>	From: <input type="text"/>	To: <input type="text"/>	
	PERIOD OF ATTENDANCE FROM (MM-YYYY) TO (MM-YYYY)		
<b>5</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# OF ACCIDENTS	STATE	LICENSE NUMBER
<b>6</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	STATE	LICENSE NUMBER	

**IMPORTANT NOTICE:** Refer to attached "Guide" for full explanation of codes

**7 ELIGIBLE FOR RETURN**  
(Mark Only One)

001 Yes  
 003 No

**8 REASON FOR LEAVING**  
(Mark Only One)

102 Graduated  
 108 Did Not Complete Course  
 110 Failed Course  
 114 Suspended  
 199 Other:

**10 EQUIPMENT OPERATED**  
(Mark All That Apply)

502 Diesel Engine  
 503 Gasoline Engine  
 506 Automatic Transmission  
 507 7 Speed Transmission  
 509 9 Speed Transmission  
 510 10 Speed Transmission  
 511 Bus  
 513 13 Speed Transmission  
 516 Double-Trailer  
 527 Dry Box  
 529 Dump Truck  
 532 Flatbed  
 540 Refrigerated  
 542 Specialized Trailer  
 547 Straight Truck  
 549 Pneumatic Trailer  
 552 Tank Truck  
 562 Triple Trailer  
 599 Other:

**9 STATUS**  
(Mark Only One)

204 Entry Level Driver, No Experience  
 206 Entry Level Driver, Some Experience  
 208 Brush Up, Experienced Driver  
 210 Retraining, Experienced Driver  
 212 Enhance Skills, Experienced Driver  
 299 Other:

**11 LOADS HAULED**  
(Mark All That Apply)

702 Empty For Training  
 704 Weighted For Training  
 799 Other:

**13 SCHOOL RECORD**  
(Mark All That Apply)

904 Complete Transcript (Available upon request)  
 905 G.P.A. Under 70%  
 906 G.P.A. 70% - 79%  
 907 G.P.A. 80% - 89%  
 908 G.P.A. 90% - 100%  
 910 Attendance Good  
 912 Attendance Fair  
 914 Attendance Poor  
 916 Passed Road Test  
 918 Failed Road Test  
 930 All Resident Training  
 932 Distance Learning & On Site  
 999 Other:

**12 CREDENTIALS OF SCHOOL**  
(Mark All That Apply)

X 805 PTDI Certified  
 810 ABHES Accredited  
 815 ACICS Accredited  
 820 CNCE Accredited  
 825 NACCAS Accredited  
 832 ACCSC Accredited  
 835 NHSC Accredited  
899 Other:

**14 LIST DISPUTED DRIVING SCHOOL CODE(S):** (Separate Each By A Comma)



**MAIL OR FAX COMPLETED FORM TO:**  
14002 E. 21st Street, Suite 1200  
Tulsa, OK 74134-5885  
Fax: 800-327-3784

**15 Contact Person:**

Date:

**GUIDE TO PTDI DRIVING SCHOOL RECORD FORM**

- 1 MEMBER ID. #:** Record the customer number or account code assigned by HireRight DAC Trucking.  
**CERTIFICATE OR SEAL #:** Record the number of the PTDI CERTIFICATE or SEAL OF ATTAINMENT issued to the driver.
- 2 INDIVIDUAL'S LAST NAME and FIRST NAME INITIAL:** Record student's last name with no space and no punctuation. In the box at the end of the line, record the first initial of the student's first name.
- 3 SOCIAL SECURITY NUMBER:** Record the student's Social Security Number.
- 4 PERIOD OF ATTENDANCE:** Record period of attendance using starting month and year to ending month and year (MM-YYYY) to (MM-YYYY).
- 5 NUMBER OF ACCIDENTS:** Record total number of accidents whether preventable, non-preventable, chargeable or non-chargeable. The number of accidents does not necessarily reflect fault on the part of student involved. Documentation in the student's file is recommended for each accident record.
- 6 STATE OF LICENSE and LICENSE NUMBER:** Record the postal service abbreviation for the state(s) in which the student has held licenses while attending your school. Record license number(s) omitting all spaces and dashes.
- 7 ELIGIBLE TO RETURN:** (Mark Only One)  
001 Yes Student is eligible to return.  
003 No Student is ineligible to return based on current school policy.
- 8 REASON FOR LEAVING:** (Mark Only One)  
102 Graduated: Student completed and passed all course assignments.  
108 Did Not Complete Course: Student did not complete all course assignments.  
110 Failed Course: Student did not pass.  
114 Suspended: Student was suspended.  
199 Other: Anything other than items listed above. This space is provided for your documentation. HireRight DAC Trucking will record "Other" only.
- 9 STATUS:** (Mark Only One)  
204 Entry Level Driver, No Experience: Novice driver with no experience.  
206 Entry Level Driver, Some Experience: Student has non-verifiable driving experience gained by farming, logging, serving in the military, etc.  
208 Brush Up, Experienced Driver: Refresh and review former skills of experienced driver.  
210 Retraining, Experienced Driver: More training required for current job.  
212 Enhance Skills, Experienced Driver: Driver trained in new skills.  
299 Other: Anything other than items listed above. This space is provided for your documentation. HireRight DAC Trucking will record "Other" only.
- 10 EQUIPMENT OPERATED:** (Mark All That Apply)  
502 Diesel Engine: Self-explanatory.  
503 Gasoline Engine: Self-explanatory.  
506 Automatic Transmission: Self-explanatory.  
507 7 Speed Transmission: Self-explanatory.  
509 9 Speed Transmission: Self-explanatory.  
510 10 Speed Transmission: Self-explanatory.  
511 Bus: A motor vehicle designed, constructed, and used for the transportation of passengers.  
513 13 Speed Transmission: Self-explanatory.  
516 Double-Trailer (Also twin-trailer unit): Consists of tractor, semi-trailer and full-trailer.  
527 Dry Box: Enclosed semi-trailer.  
529 Dump Truck: Truck, semi-trailer, or trailer which can be tilted to discharge load.  
532 Flatbed: Truck or trailer without sides or top.  
540 Refrigerated: Refrigerated truck or trailer designed for hauling perishables.  
542 Specialized Trailer: A trailer designed for a specific purpose not included in other categories listed (e.g., missile carrier).  
547 Straight Truck: A truck with the body and engine mounted on the same chassis and not listed elsewhere under equipment operated.  
549 Pneumatic Trailer: A truck, semi-trailer or trailer that is enclosed and utilizes compressed air to keep moisture from reaching the contents.  
552 Tank Truck: Truck, semi-trailer, or trailer with a tank body for hauling petroleum, chemicals, liquids or dry commodities in bulk.  
562 Triple Trailer: Tractor, semi-trailer plus two trailers.  
599 Other: Anything other than items listed above. This space is provided for your documentation. HireRight DAC Trucking will record "Other" only.

11

**LOADS HAULED:** (Mark All That Apply)

- 702 Empty For Training: Self-explanatory.  
704 Weighted For Training: Self-explanatory.  
799 Other: Anything other than items listed above. This space is provided for your documentation. HireRight DAC Trucking will record "Other" only.

12

**CREDENTIALS OF SCHOOL:** (Mark All That Apply)

- 805 PTDI: Course Certified by Professional Truck Driver Institute.  
810 ABHES: Accredited by Accredited Bureau of Health Education Schools.  
815 ACICS: Accredited by Accrediting Council for Independent Colleges and Schools.  
820 CNCE: Accredited by Council of Non-Collegiate Education.  
825 NACCAS: Accredited by Accreditation Commission of Cosmetology, Arts & Sciences.  
832 ACCSC: Accredited by Accrediting Commission of Career Schools and Colleges (formerly NATTS).  
835 NHSC: Accredited by National Home Study Council now known as DETC - Distance Education and Training Council.  
899 Other: Anything other than items listed above. This space is provided for your documentation. HireRight DAC Trucking will record "Other" only.

13

**SCHOOL RECORD:** (Mark All That Apply)

- 904 Complete Transcript: Available upon request.  
905 G.P.A. Under 70%: Grade Point Average less than 70%.  
906 G.P.A. 70% - 79%: Grade Point Average between 70% and 79%.  
907 G.P.A. 80% - 89%: Grade Point Average between 80% and 89%.  
908 G.P.A. 90% - 100%: Grade Point Average between 90% and 100%.  
910 Attendance Good.  
912 Attendance Fair.  
914 Attendance Poor.  
916 Passed Road Test.  
918 Failed Road Test.  
930 All Resident Training: All training was received at the school.  
932 Home Study Plus Resident Training: Distance learning program with some training received at the school.  
999 Other: Anything other than items listed above. This space is provided for your documentation. HireRight DAC Trucking will record "Other" only.

14

**LIST DISPUTED DRIVING SCHOOL CODE(S):** List any driving school code(s) that are known to be disputed by the student. Separate each code by a comma.

15

**CONTACT PERSON:** Signature of individual completing form and date signed.