



Virtual Visit Checklist of Required Documents

To complete this report, you will need to upload the following documents, preferably in PDF format:

General Information: Ratios and Hours

- Daily Training Schedule – See **Appendix B Course Summary Form**

Category 1: Administration

- Course catalog
- Proof of insurance coverage for school
- Safety/Accident Prevention Policy (if not included in Catalog)
- Organization Chart for staffing of driver training program
- Job qualifications for non-driver trainer personnel administering the program

Category 2: Training Program

- Course syllabus or outline
- Full lesson plans for class/lab
- Full lesson plans for range
- Full lesson plans for road
- Sample test from classroom/lab course unit
- Sample range test
- Sample preplanned road test route

Category 3: Instructors

- Blank copy of annual instructor evaluation form you use
- See Appendix A - Instructor staff Development and Evaluation Form** (use this form or equivalent) for each instructor with acknowledgement signatures

Category 4: Facilities and Equipment

- List of training vehicles used, including make, model and year
- Photographs of training vehicles
- Photographs of classroom/lab
- Photographs and/or video of driving range

Category 5: Students

- One student's in-training records
- Examples of follow-up system for trucking firms that hire graduates
- Contact information for six companies that hire graduates of your program



Category 6: Options and Variances (only required if any options/variances are claimed)

- If you offer Independent Study as an alternative to classroom: Explanations/descriptions for any time waivers for independent study you are requesting. Please complete a separate time waiver form for each unit for which you are requesting a waiver.
- If you offer Distance Learning: Description of distance learning program
- If you offer an Externship Program: Description of Externship Program