

## **Procedures for DMV Emergency Skills Request**

### **Steps to be completed before submitting to DOE:**

- 1.) Ensure all required paperwork is viewable in TRS before submitting a request to the Department of Education.
  - a. **Credentials:** Affidavit, Child Protection Results, Pre-Employment Drug Test Verification, Background Receipt, Background Letter, CDL Permit
  - b. **Medical:** Physical, Green Card
  - c. **Training:** Section I, Section II.
- 2.) Verify the date the applicant received their permit from DMV.
  - a. The district should receive a copy of the permit to enter into TRS
  - b. The district needs to ensure that 14 days have elapsed from the date of permit issue to submitting the emergency skills request.
- 3.) Verify the background check
  - a. The date of the fingerprints cannot be older than six months. The time starts ticking from the date printed on the background check receipt from SBI.
  - b. The district must have in their possession the "S" eligible background letter and have it scanned into TRS.
- 4.) 5-year driving record
  - a. Check to ensure the driver has been licensed in the state of Delaware for at least five years. You can check this through DMV Direct Access.
  - b. If the driver has been licensed from another state in the last five years, they will need to get to their 5-year driving record from the previous state(s).
  - c. The out of state driving record must be certified from the previous state.
    - i. The applicant normally must request their certified driving history from the previous state. The online portals to access driving records are not normally considered certified.
  - d. If the applicant requires a certified driving record from their previous state(s), a copy must be attached to the Emergency Skills request form.
- 5.) Once all information is verified the Emergency Skills request form is emailed to the Department of Education for processing.

### **Department of Education Process:**

- 1.) Receive form, and re-verify the following credentials are met before submitting to DMV.
  - a. Paperwork in TRS
  - b. Date of Permit
  - c. Background Check eligible
  - d. 5-year driving history
- 2.) Email the request form and associated paperwork to DMV including the district in the email chain.

**Emergency Skills Test Request**  
(Effective July 1 – September 30)

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

Name of Requesting Agency: \_\_\_\_\_

Requested By: \_\_\_\_\_

District/School Served: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Driver Requirements:**

- Fingerprints taken by Delaware State Police and background check not denied
- Must have held CLP for a minimum of 14 *full* days by earliest date available
- CLP contains applicable class and endorsement(s)
- Drivers/Trainees in the Driver Improvement Program (“2 in 24”) are not eligible for this request
- Driver Applicants who have transferred into Delaware within the last 5 years must submit a (5) year certified driving record with the Emergency Skills Request

Requesting test for the following applicant:

Drivers Lic. #	CLP Issue Date	Name of Applicant (please print)	Earliest Date Available for Test

Lane desired (prioritize choosing Wilmington, Delaware City, Dover or Georgetown):

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_  
4<sup>th</sup> Choice \_\_\_\_\_

Result of normal scheduling attempt(s):

\_\_\_\_\_  
\_\_\_\_\_

**Process:**

- E-mail request to District/School Transportation Supervisor (TS) for review.
- If approved, TS will e-mail request to DOE School Transportation.
- DOE forwards request to DMV.
- DMV contacts requesting agency to coordinate testing date and location.

Transportation Supervisors Approval and Date \_\_\_\_\_

DOE Approval and Date \_\_\_\_\_

DMV Approval and Date \_\_\_\_\_