

**NOTICE OF PROPOSED GUIDANCE DOCUMENT**  
20193rdPartyFallNewsletter

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on 20193rdPartyFallNewsletter, a proposed guidance document.

**PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION**

Comments may be submitted to the Wisconsin Department of Transportation for 1 day by:

1. Department's

website: <https://trust.dot.state.wi.us/act369/?id=DMV992&uri=file:20193rdPartyFallNewsletter&division=DMV&tags=DTS>

2. Mailing written comments to:

Division of Motor Vehicles  
Wisconsin Department of Transportation  
4822 Madison Yards Way  
PO Box 7336  
Madison, WI 53707-7336

**WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT**

The final version of this guidance document will be posted at [wisconsin.gov](http://wisconsin.gov) to allow for ongoing comment.

**AGENCY CONTACT**

[DOTDMVGuidanceDocs@DOT.WI.GOV](mailto:DOTDMVGuidanceDocs@DOT.WI.GOV)



# CDL Third Party Examiner News



Fall 2019

## Renewal Process for 2019-2020 Testing Company and Examiner

Another renewal period is fast approaching. Below are dates and requirements you will need to complete for the renewal process before the expiration date on your current CDL Third Party Testing Company and Examiner certificates. Please mark them on your calendar and contact your regional auditor for any questions or concerns you may have during the renewal process.

### Important Upcoming Renewal Dates:

October 15, 2019	<ul style="list-style-type: none"> <li>• Watch for an email containing all CDL Third Party company and examiner renewal requirements. It is extremely important that you meet the required deadlines.</li> <li>• Incomplete application or renewal materials will be returned via USPS.</li> <li>• Submit renewals as soon as possible. They will be completed by WisDOT staff in the order that they are received.</li> </ul>
December 2, 2019	<ul style="list-style-type: none"> <li>• WisDOT must receive all renewal materials by this deadline. Renewals will be processed in the order that they are received.</li> <li>• Applications received after December 2 may not be processed by the December 30 deadline.</li> </ul>
December 30, 2019	<ul style="list-style-type: none"> <li>• Companies whose renewal applications have not be processed by December 30 will be required to stop operating. CSTIMS will be de-activated for all companies whose renewals were not processed by 3 p.m.</li> <li>• Companies that did not renew in time will continue to experience a "down time" until after the New Year.</li> <li>• WisDOT will follow up in writing when the company's applications have been processed and when they are able to resume operations.</li> </ul>

## CDL Skills Test 2019 Count- 2nd quarter

Below are the 2nd quarter numbers for 2019. Thank you for providing a top-notch CDL test to the citizens of Wisconsin and our visitors training here. Wait time for tests in Wisconsin continues to be only a few days. Very impressive everyone!

- Total CDL Test Segments
  - Scheduled total segments = 12,917
  - Administered total segments = 10,156
- Pass percentage of all three segments combined
  - Pass = 65%      Fail = 35%
- Individual Pass percentages
  - VI = 83%      BCS = 90%      Road Test = 80%

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## CDL Audit Unit Updates

- Northeast auditor Doug Rettmann retired from WisDOT after 35 years of dedicated service to the residents of Wisconsin. Doug leaves behind big shoes to fill and he will be sorely missed. Examiners and companies in the Appleton region received new auditor contact information. If you are still in need of an audit for 2019, please reach out to the assigned auditor. We will assist you in the interim while we search for the next Appleton Region Auditor.
- The CDL Audit Unit continues to travel the state, visiting companies and examiners, and completing the necessary audits for 2019. If you are still in need of completing an audit for 2019, please contact your regional auditor as soon as possible.
- We continue to seek out, investigate and remove any bad actors who conduct improper, and sometimes fraudulent, testing practices. The CDL Audit Unit remains committed to protecting citizens and companies in Wisconsin.

Thank you for everything you do to provide the residents of Wisconsin with a top quality, consistent, and fair test each and every time!

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## CDL Testing Model changes coming in 2020

The CDL Testing Model currently being used in Wisconsin will be updated in 2020.

The current testing system used in Wisconsin is the American Association of Motor Vehicle Administrators (AAMVA) 2005 CDL Testing System (July 2013 version). This version, in place since 2013 in Wisconsin, is still compliant but has become dated.

The July 2017 version of the AAMVA 2005 CDL Testing System contains important updates to commercial testing procedures. This updated testing system will be beneficial to licensing jurisdictions throughout the country. Wisconsin DMV will use this model beginning next year.

### What does this mean to you?

1. All CDL Third party examiners will be required to attend a 2-day training at Fox Valley Technical College (FVTC) in spring or summer 2020 to learn the new testing model.
2. WisDOT will fund the cost of the training.
3. Training dates will be available for selection in early spring. Registration should be completed by June 2020.

4. Registration for the training will be through FVTC.
5. All examiners will receive new testing materials when they attend the required training at FVTC. The materials will include new laminates, examiner manuals and score sheets.
6. All CDL Third Party Testing Companies and Examiners will receive an email with class registration information. **NOTE: This email will be sent in February 2020.**

**While the testing model is mostly the same, here are some key changes:**

1. Federal Medical (Fed Med) cards will be required to be verified before testing. K restriction holders will self-certify that they qualify.
2. Score sheets will look the same but have some scoring additions and deletions.
3. The Basic Control Skills and Road Test will have scoring changes.
4. BCS Maneuvers will remain the same with Straight Line, Offset Left and Alley Dock.

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## **Online training for CDL Third Party Responsible Party and CSTIMS users**

The CDL Audit Unit has online training that covers the essential CDL Third Party Testing Program. Topics covered include information on driver licensing statutes Wisconsin Chapter 343 and Wisconsin Chapter Trans 115, and the basic functions of CSTIMS.

This training will help new members of the CDL Third Party Testing Program become familiar with the laws, policies, procedures, and scheduling software that guide our program. The training is optional this year. It will become a required part of the renewal process, along with CSTIMS security training, in the 2020 renewal cycle.

Please review and share with others in your organization WisDOT's many training materials, including this link to a new online training module: [Examiner and Responsible Party Training](#).

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## **CDL Third Party Testing Violations 2019- 2nd Quarter**

When CDL testing violations occur, sanctions may include warning letters, cancellations, and revocation of testing privileges. This is to ensure each examiner in Wisconsin is providing a CDL exam that is consistent and compliant with all testing procedures. It is also to ensure examiners are using the resources provided to them. We all play a part in ensuring that the CDL testing program in Wisconsin is consistent, fair and uniform.

Here are some examples of testing violations found by the DMV CDL Audit Unit in the 2nd quarter. These violations resulted in sanctions being taken against the company and/or examiner.

- Testing out of sequence after a CLP renewal.

-- Remember, all testing is void once a customer renews their CLP.

- Improper testing of an applicant in an air brake vehicle or the applicant had an air brake restriction on CLP.
- Administering a partial form Vehicle Inspection to an applicant testing in a passenger bus.
  - Full Form inspection is always, and has always been, required for passenger vehicles.
- Administering an Abbreviated School Bus test to applicants that required a full test.
  - Full testing is required for applicants that have not held an "S" endorsement in the prior eight years and for all OOS transfers that never held an "S" endorsement in Wisconsin.
- Training and testing the same individuals.
  - Applicants are always re-tested when this occurs.

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## CDL Skills Testing Questions

**Question: As an Examiner, can I test someone who brings a vehicle that has dealer plates attached to the truck or trailer?**

**Answer:** Yes, a vehicle or trailer with dealer plates can be used for testing as long as the use of the vehicle is in compliance within these statutory requirements from Wisconsin Chapter 341:

341.47(1)(1) Except as provided in sub. (2), any motor vehicle, recreational vehicle, trailer or semitrailer that is owned or repossessed by, or consigned for sale to, a dealer, distributor or manufacturer may be operated on the highways of this state for either private or business purposes without being registered if the vehicle has displayed upon it valid registration plates issued under s. 341.51 to the dealer, distributor or manufacturer and the vehicle:

- (a) Is actually offered for sale by a dealer, distributor or manufacturer, including for sale on consignment; or
- (b) Is in transit from the factory to a distributor or dealer or from the dealer to the purchaser; or
- (c) Is being used by a manufacturer primarily for trial tests; or
- (d) Is being repossessed, being reconditioned for resale or being foreclosed or resold.

**NOTE:** If a vehicle with dealer plates is used for testing, please make sure there is a Buyer's Guide or Mulroney Label in the window, if applicable. Notify WisDOT's Dealer and Agent section you suspect misuse of dealer plates or if you have questions or concerns (608) 266-1425 or [dealerlicensingunit@dot.wi.gov](mailto:dealerlicensingunit@dot.wi.gov).

**Question: What should I do if an applicant shows up for the CDL exam and only wants to complete the vehicle inspection.** They want to cancel the rest of the testing due to not being ready, don't have the time, etc.

**Answer:** Before the exam is scheduled, the examiner has the responsibility to question each applicant and ensure he is ready for all three segments of the exam. Exams should not be scheduled until the applicant is fully prepared.

Testing segments may not be broken up and must be performed all in the same day, and all in order (VI, BCS, RT). All testing for the day, even segments completed successfully, must be cancelled if the applicant is unwilling to complete the exam.

Only in certain situations are the applicants allowed to leave an exam and the department will uphold the results. These situations include the following:

- Applicant is willing and able to complete all segments but has a medical condition, such as a panic attack, and is unable to continue.
- Vehicle and/or trailer has an equipment failure and the applicant is willing and able to continue but cannot because of the equipment failure.

**Question: Am I required to randomize the Vehicle Inspections?**

**Answer:** Yes, the Vehicle Inspection must be administered in a random manner. A key note to remember is that the inspection is random to the customer, not to you as the examiner. For example, you may go down your log and administer Form A, then B, then C, then Full Form if that is how you choose to randomize. You may also choose to randomize by using a system that you have no control over such as with a deck of cards, dice, or electronic randomization device.

What you cannot do, is create a "pattern" that is no longer random to the customer. For example, decided to only do certain Vehicle Inspections in the afternoon and certain ones in the morning. These patterns of improperly randomizing vehicle inspections will be pointed out during your annual testing company audit. Please work with your regional auditor if you have questions, concerns, or want tips on how to randomize the Vehicle Inspection.

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## CSTIMS Questions

**Question: What are the scheduling reasons in CSTIMS? What does each one mean?**

**Answer:** Here are explanations to the CSTIMS scheduling codes:

<u>CSTIMS Code</u>	<u>Explanation</u>
Initial CDL	New CDL Applicants Lifting Air Brakes <ul style="list-style-type: none"><li>• Vehicle Inspection Only</li></ul>
Other- Lifting Restrictions	Lifting Automatic Transmission Restriction <ul style="list-style-type: none"><li>• Road Test Only</li></ul> Lifting Tractor Trailer Restriction <ul style="list-style-type: none"><li>• Vehicle Inspection, Backing, Road Test (Full Test)</li></ul>
Other- Lifting Restrictions	

Previous Fail      New CDL applicants that failed previous attempts. Treated the same as [Initial CDL]

- Upgrade      o      Upgrading Classes  
                 o      Upgrading Endorsements

**NOTE: All abbreviated school bus testing, even re-attempts after a fail, are scheduled as STATE RETEST using the abbreviated school bus box.**

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## Reminders for your customers

- The one-year countdown to REAL ID is underway. Beginning Oct. 1, 2020, every air traveler 18 years of age and older will need a REAL ID-compliant driver license or another acceptable form of ID to fly within the United States. When enforcement of the REAL ID Act begins, the regular Wisconsin driver license or ID will no longer be accepted identification for air travel or to enter a federal building or military base.

Listen to DMV Administrator Kristina Boardman discuss the process for obtaining a REAL ID in WisDOT's "Transportation Connects Us" podcast [wisdot.libsyn.com](http://wisdot.libsyn.com).

- Motor carriers should pay careful attention if they receive a letter saying their DOT number is not updated and to file through a link noted on the letter or face a fine. This is NOT an official DOT letter. These letters and emails are from vendors who charge for their service. Filing bi-annual updates is FREE on the FMCSA website:  
[www.fmcsa.dot.gov/registration/updating-your-registration](http://www.fmcsa.dot.gov/registration/updating-your-registration)

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## Helpful Links

**NEW FORM** ([BDS TP-1](#))

[Wisconsin Department of Transportation Commercial Driver License \(CDL\) Third Party Testing Program](#)

[Driver License Guide](#) to check status and get checklist for paperwork

[Wisconsin DMV Official Government Site - School bus drivers](#)

[Wisconsin DMV Official Government Site - Tiers of operation](#)

[Wisconsin Department of Transportation Diverging Diamond Interchange \(DDI\)](#)

[wisc.jobs](#) for job opportunities with the State of Wisconsin

<http://www.aamva.org/>

<https://www.fmcsa.dot.gov/>

### Other Wisconsin DMV tools:

- The [Wisconsin's Commercial Driver's Manual](#) is updated and available in English and Spanish and in various electronic formats.
- Commercial Driver License [practice knowledge test](#) mobile application

- [eNotify](#) (email reminders for important licensing credentials that are about to expire, such as CDL license, S endorsement (school bus license), Fed Med card, Physical examination (if required), Personal vehicle registration.
- [License status checker](#) to check the status of their license anytime, including classes and endorsements, and their current status, driving restriction(s), Tier of operation, and Federal Medical (Fed Med) exams.

**Past issues of CDL Third Party Examiner News:**

- [Spring 2018](#)
- [Winter 2018](#)
- [Fall 2017](#)
- [Summer 2017](#)
- [Spring 2017](#)
- [Winter 2017](#)

**CDL Third Party Audit Unit Contacts**

Title	Name (email)	Phone	Question about
Training and Records Unit Supervisor	<a href="#">Shaun Peterson</a>	608-264-7060	CDL Third Party & DTS
Training and Records Unit/ CDL Audit Unit Lead	<a href="#">Wayne Georgeson</a>	608-264-7296	CDL Third Party & DTS
Milwaukee auditor	<a href="#">Edgar Rosado</a>	414-227-2044	Third Party Testing
Racine-Kenosha auditor	<a href="#">Patricia Guerra</a>	262-884-2369	Third Party Testing
Appleton auditor	<a href="#">Doug Rettmann</a>	920-560-1414	Third Party Testing
Madison auditor	<a href="#">Christine Michaelis</a>	608-264-6349	Third Party Testing
Eau Claire auditor	<a href="#">Peter Kofman</a>	715-450-1826	Third Party Testing
DMV Third Party Webpage	<a href="#">WisDOT Commercial Driver License (CDL) Third Party Testing Program</a>	608-246-5632	Score sheets, Forms



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4822 Madison Yards Way, Madison, WI 53705

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