



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER
DMV110025

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
FRANK WHITTAKER 304-558-2316

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF MOTOR VEHICLES  
  
 1317 HANSFORD STREET  
 CHARLESTON, WV  
 25311 558-0002

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/22/2010				

BID OPENING DATE: **09/23/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		990-32		
<p><b>AUTOMATED DRIVERS TESTING SYSTEM</b></p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY THE WEST VIRGINIA DIVISION OF MOTOR VEHICLES IS SOLICITING BIDS FOR AN AUTOMATED DRIVERS TESTING SYSTEM PER THE ATTACHED SPECIFICATIONS.</p> <p>ALL TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE WV PURCHASING DIVISION VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV OR VIA FAX AT 304-558-4115 DEADLINE FOR TECHNICAL QUESTIONS IS 09/01/10 AT 4:00 PM ALL TECHNICAL QUESTIONS WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p style="text-align: center;"><b>NOTICE</b></p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION        PURCHASING DIVISION        BUILDING 15        2019 WASHINGTON STREET, EAST        CHARLESTON, WV 25305-0130</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

## GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or Fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

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### INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
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BID OPENING DATE: 09/23/2010 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:  SEALED BID  BUYER: 44 RFQ. NO.: DMV110025 BID OPENING DATE: 09/23/10 BID OPENING TIME: 1:30 PM  PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:  ----- CONTACT PERSON (PLEASE PRINT CLEARLY):  -----  ***** THIS IS THE END OF RFQ DMV110025 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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Request for Quotations  
Department of Transportation  
Division of Motor Vehicles

AUTOMATED TESTING SYSTEM  
RFQ DMV110025

The West Virginia Department of Transportation, Division of Motor Vehicles, hereinafter referred to as "DMV", is soliciting bids for the purchase, installation and support of an Automated Testing System, hereinafter referred to as "ATS". A contract will be awarded to the lowest, responsive bidder meeting all mandatory requirements contained in this Request for Quotation.

**Mandatory Requirements & Bid Evaluation**

Mandatory requirements included herein are intended to establish the minimum required functionality and processes for operation and support of the new ATS. Any specification containing the word "**must**", "**shall**" or "**will**" are mandatory. Systems and services being proposed must meet all mandatory requirements. Failure to meet any mandatory requirement shall result in disqualification of the bid.

Once bids are opened, DMV will review all bids to determine compliance with mandatory requirements. Vendors will be required to conduct an on-site demonstration of the proposed ATS in the offices of DMV located in Charleston, WV on a day and time to be determined following the bid opening. Vendors will be required to demonstrate the proposed ATS to ensure the proposed system meets all mandatory specification and functionality requirements. All mandatory functionality requirements must be in place at the time of bid submission. Systems with mandatory functionality that is pending but not fully operational **will** be disqualified. Vendors **will not** be permitted to change or append to bids during on-site demonstrations. Once compliance with mandatory requirements has been established, the contract will be awarded to the lowest, responsive bidder.

Written questions will be accepted and must be submitted to the Purchasing Division as follows:

Frank Whittaker, Buyer  
WV Purchasing Division  
[Frank.M.Whittaker@wv.gov](mailto:Frank.M.Whittaker@wv.gov)  
2019 Washington Street, East  
Charleston, WV 25305

Written questions must be received by the close of business 09/01/2010. An addendum will be issued to address all questions received.

**Part 1.0 CURRENT OPERATING ENVIRONMENT**

Currently, the West Virginia (WV) Department of Transportation (DOT), Division of Motor Vehicles (DMV), utilizes an Automated Testing System (ATS) designed by the West Virginia Division of Highways, for drivers of automobiles, motorcycles, commercial vehicles, ATVs and

automobile salespeople in twenty-three (23) Regional Offices throughout the State (see Exhibit A).

The new Automated Testing System (ATS) **will** replace the existing ATS system, and add the new system in the twenty-three (23) existing Regional Offices, two (2) satellite locations, and potentially in other testing locations throughout the State. The satellite locations (Fairmont and Wheeling) are not full service offices and operate limited hours.

The connectivity being used at all the regional offices are a minimum of T1 lines with one (1) satellite office utilizing DSL.

## **Part 2.0 CURRENT OPERATING PROCEDURES**

The Division of Motor Vehicles (DMV) is responsible for the administration of WV Driver's License knowledge test to driver's license applicants. These tests include Operator Driver's License, Commercial Driver's License (CDL), Motorcycle, Driver Clinic Interviews, Deaf, Salesperson, and low vision.

All locations utilize the current ATS system for the above mentioned tests. Most tracking, statistical analysis, maintenance of testing integrity, and general checks and balances are completed through the ATS system and online reporting. Some paper-based tracking is still required.

The current hardware includes 144 Dell GX620s stations with 17 inch touch screen monitors housed in locked kiosks. The data is housed in a central SQL server, as well as the remote sites located throughout the State. The data is kept in an Access database at the examiner's station. All graphics and audio files are kept on each individual computer. A batch file is used to shut down the testing stations from the examiner's console.

**2.1 COMMERCIAL DRIVER LICENSE (CDL):** A commercial driver's license (CDL) is required for anyone driving a vehicle that weighs more than 26,001 pounds, or more, Gross Vehicle Weight Rating (GVWR), carries sixteen (16) or more passengers or transports placarded amounts of hazardous materials.

An applicant applying for a WV CDL license must:

- Currently have a valid Class E Operator's license
- Obtain a DOT certified physical examination and the proper documents associated with the physical Medical Examination Report
- Complete the CDL application form CDL-1
- Contact the DMV or send information and fees to the CDL Headquarters for test approval
- Pay appropriate fees (cash, check, or credit card) associated with the tests
- Provide driver's license and DOT certified physical examination documents to the test center
- Take appropriate knowledge tests associated with CDL class requested
- Pass all knowledge tests with a minimum of 80% per test
- Receive CDL Instruction Permit
- Take appropriate skills tests associated with the CDL class instruction permit from a certified Third Party tester

- Allow for manual entry of results data associated with Attachment 1. (no deviation from attached form)
- Allow for electronic data to be populated from attachment 1 via ECDL transmission.
- Pass all skills requirements and receive results in an envelope from tester
- Take all appropriate documentation (driver's license, instruction permit, and skills test results to test center for the CDL driver's license

**2.1.1 CDL CLASSIFICATIONS**

Commercial Driver's License may be issued with the following classifications, endorsements, and restrictions. The holder of a valid Commercial Driver's License may drive all vehicles in the class for which the license is issued, all lesser classes of vehicles, and vehicles requiring an endorsement, if the proper endorsement appears on the license.

**CLASS A**

Any combination of vehicles with a gross weight of 26,001 pounds or more, provided the gross weight rating of the vehicles (s) being towed is in excess of 10,000 pounds.

**CLASS B**

Any single vehicle with a gross weight of 26,001 pounds or more provided the vehicle being towed is not in excess of 10,000 pounds.

**CLASS C**

Any single vehicle with a Gross Vehicle Weight Rating (GVWR) of less than 26,001 pounds, or any such vehicle being towed, not in excess of 10,000 pounds, provided that:

- vehicles designed to transport 16 or more passengers, including the driver; and
- vehicles used in the transportation of hazardous materials which requires the vehicle to be placarded less than 49 CFR, part 172, sub-part F.

**CLASS D**

Any single vehicle with a Gross Vehicle Weight Rating (GVWR) of less than 26,001 pounds and more than 8,000 pounds, and the primary function or employment is the transportation of persons (less than 16) or property (not including hazardous materials) for compensation or wages. This classification does not require testing, but it does require additional fees.

Operators with a Class D license are required to obtain a DOT Medical Certificate when operating a vehicle of 10,001 pounds GVWR or more.

**2.1.2 CDL KNOWLEDGE TEST**

The CDL knowledge testing for the above classes requires the following tests which are offered orally or written with the exception of hazardous materials endorsements.

Applicants are given three (3) opportunities to successfully complete EACH test after the appropriate waiting period of seven (7) days. All applications for CDL testing are submitted to the CDL office at the DMV Central Headquarters for approval. A forty-eight (48) hour waiting period is required for applicants who mail their applications in for the knowledge tests. Applicants who apply in person do not have a waiting period.

Below is an example of the CDL knowledge test procedure:

John Doe is applying for the first time to take the Class A CDL test with Tanker Endorsement. He applies in person at the CDL Unit in Charleston. After all documents are reviewed and approved, a CDL Test Card is generated; indicating which tests the applicant is registered to take. He has three (3) chances to pass each required tests. The applicant goes to a regional office on Tuesday, May 1 and submits his valid West Virginia (WV) license, and Test Card, to the DMV personnel, and they assign his tests. John does not pass the General Knowledge test. He cannot take any other tests and must wait seven (7) days to be eligible to re-test.

On Tuesday, May 8th, John returns to re-take the applicable tests. This time:

- Passes General Knowledge with 88% correct
- Fails Air Brakes test with 77% correct
- Passes Combination test with 95% correct
- Fails Tanker test with 45% correct

The system automatically updates the tests successfully completed and failed. The applicant is allowed to test, EACH TEST, three times. The applicant will need to re-take the Air Brakes and Tanker tests.

#### **CLASS A**

The General Knowledge test consists of fifty (50) questions. The applicant must answer correctly forty (40) questions to pass. This test must be passed prior to taking any other portion of the CDL test.

The Air Brakes portion consists of twenty-five (25) questions. The applicant must answer correctly nineteen (19) questions to pass.

Combination tests consist of twenty (20) questions. The applicant must answer correctly sixteen (16) questions to pass.

#### **CLASS B**

The General Knowledge test consists of fifty (50) questions. The applicant must answer correctly forty (40) questions to pass. This test must be passed prior to taking any other portion of the CDL test.

The Air Brakes portion consists of twenty-five (25) questions. The applicant must answer correctly nineteen (19) questions to pass.

To qualify for a School Bus endorsements, it is mandatory to have successfully completed Passenger endorsement.

### **CLASS C**

The General Knowledge test consists of fifty (50) questions. The applicant must answer correctly forty (40) questions to pass. This test must be passed prior to taking any other portion of the CDL test. This classification requires either the passenger or Hazardous Materials endorsement.

### **ENDORSEMENTS**

The Doubles/Triple-Trailers test consists of twenty (20) questions. The applicant must answer sixteen (16) questions correctly to pass.

The Tank test consists of twenty (20) questions. The applicant must answer sixteen (16) questions correctly to pass.

The Passenger test consists of twenty (20) questions. The applicant must answer sixteen (16) questions correctly to pass.

The Hazardous Materials test consists of thirty (30) questions. The applicant must answer twenty-four (24) questions correctly to pass and must provide a letter of approval from the Transportation Security Administration (TSA).

The School Bus test consists of twenty (20) questions. The applicant must answer sixteen (16) questions correctly to pass. The applicant must have passed the passenger endorsement test in order to qualify for this test.

### **2.1.3 CDL INSTRUCTION PERMIT**

Upon successfully completing the appropriate tests associated with the classification desired, the Certified Examiner documents the test scores and certifies the test for the applicant. The Certified Examiner provides the applicant with a list of names and telephone numbers of Third Party testers to apply for the driving skills test. The Certified Examiner takes the results of the test to a Customer Service Representative (CSR), for processing the CDL instruction permit, along with the applicant driver's license, and a copy of the DOT Long Form Physical. This permit is valid for six (6) months from the date of issue, and can be renewed one (1) time for an additional six (6) months, providing that the renewal be performed within two (2) years of expiration. This permit allows the applicant to drive a commercial vehicle with a person who has a valid commercial driver's license in the same class of licenses.

### **2.1.4 CDL DRIVING SKILLS TEST**

When the applicant is ready to take the driving skills test, he/she contacts the third party tester to schedule a date and time to take the test, provide the appropriate commercial vehicle for testing, pay the appropriate fees to the tester and have their CDL photo instruction permit available for the tester.

The applicant must pass both the pre-trip inspection and the driver skills portion of the test before he/she is given an actual CDL driver's license. Upon successfully completing



both tests, the third party tester documents and certifies the test results and gives the applicant a sealed envelope to return to the nearest DMV location for their CDL license. The applicant submits his/her driver's license and CDL instruction permit along with the envelope from the third party tester. The applicant has a new photo identification taken to receive his/her CDL driver's license.

## **2.2 CLASS E DRIVERS LICENSE – Eighteen (18) or Older**

### **LEARNERS PERMIT**

For a first time applicant, the DMV personnel reviews the required identifications and documents mandated by the DMV policies.

The applicant is administered a vision test. If the applicant cannot pass the vision test, he/she is given a DLAB-2 form to be filled out by a vision specialist. After the screening information is received and entered into the testing system (check box), a \$5.00 charge is collected allowing for two (2) tests; the applicant taking the computer driver's test is assigned a Test Station. The computer knowledge test has twenty-five (25) questions with a 50 minute time limit. Each test question includes: a question, and four (4) potential answers (choices), with one (1) choice that is the correct answer. The system displays immediate feedback to the applicant as to whether or not the selected answer was correct or incorrect. After completion of the test, the station displays to the applicant whether the test has been passed or failed. If the applicant incorrectly answers seven (7) questions, the computer automatically fails the applicant and stops the test. If the applicant correctly answers nineteen (19) questions, the computer automatically stops the test. The station displays the total number of answers that were correct or incorrect at the end of the test. If the applicant has failed the test, he/she must wait seven (7) consecutive days before re-testing. All documents and identifications are required every time the applicant requests a driver's license or re-testing. If the applicant has passed the test, the DMV personnel certifies the applicant's DMV DS23P form.

After the applicant passes the driver's knowledge test, he/she pays the appropriate fees with cash, check, or credit card. The photo card is printed on the Drivers License Photo printer. A learner's permit for applicant's eighteen (18) or older is valid for ninety (90) days. This permit can be renewed one (1) time for an additional ninety (90) days. If, the applicant never had a driver's license, he/she must wait thirty (30) days before taking the skills test. A learner's permit for applicants under eighteen (18) years old is valid until he/she reaches the age of eighteen (18). This permit cannot be renewed. The applicant must wait 180 consecutive days or reach the age of eighteen (18) prior to taking the road skills test.

To be eligible for the skills test, the applicant must present the required proof of identifications and documents mandated by the DMV policies.

### **SKILLS TEST**

The DMV personnel enters the applicant's information into the ATS and register them, DESS-1 form, for the road skills test (see Exhibit B). Before the applicant is tested, he/she must be able to perform on their vehicle a pre-trip inspection, as well as locating and operating certain equipment. The equipment must be in working condition. If not, the applicant has the option to repair the defect(s) on the vehicle and return the same day with the same vehicle for testing. Failure to locate or operate the equipment results in the applicant failing the road skills test. Then the applicant must wait seven (7) consecutive days prior to re-testing.

If, the vehicle passes the equipment test, the applicant must demonstrate basic driving skills, and the ability to drive safety while obeying the traffic laws (see Exhibit B).

Once the skills test is complete, the DMV personnel will enter test information into the ATS. After the applicant passes the road skills test, he/she fills out the DMV DS23P form. The DMV personnel will certify the test on the DS23P form, and the applicant pays the appropriate fees with cash, check, or credit card. The photo card is printed on the Drivers License Photo printer.

### **2.3 GRADUATED LICENSES – Under Eighteen (18)**

An applicant between the ages of fifteen (15) and seventeen (17) years old is considered under the Graduated Driver Licensing (GDL) program. There are three (3) levels to this program, and it allows young drivers to develop their driving skills in a safe manner.

#### **LEVEL I – Instruction Permit**

Each applicant must provide the required proof of identifications and documents mandated by the DMV policies.

After identifications and documents are approved by the DMV personnel, the applicant must fill out a Driver's License/Photo ID Application.

The knowledge testing is the same process under the Level I as the first time applicant eighteen (18) years or older.

After successful completion of the knowledge test, the applicant will be instructed on the laws and restrictions of the GDL program. He/she will be given an instruction booklet containing the GDL information on completing the fifty (50) hour certification form, DMV 10-GDL and the date that he/she is eligible for the driver's skills test. The applicant must hold their Level I learner's permit for a minimum of 180 consecutive days, and he/she must be at least fifteen (15) years of age. Level I learner's permit is valid until he/she reaches the age of eighteen (18).

Two (2) convictions within the issued time period while driving on a Level I permit will result in a ninety (90) day immediate revocation. At the end of the revocation period, the applicant will be eligible for re-testing.

#### **LEVEL II – Intermediate Driver's License**

After successful completion of the Level I - instruction permit, the applicant is eligible to take the skills portion of the driver's test, provided he/she is between sixteen (16) and seventeen (17) years of age.

To be eligible for the Level II test, the applicant will provide the required proof of identifications and documents mandated by the DMV policies.

After identifications are approved by the DMV personnel, the applicant must fill out a Driver's License/Photo ID Application DS23P form.

The road skills test follows the same process under the Level II as the first time applicant eighteen (18) years or older.

After successful completion of the road skills test, the applicant will be instructed as to the laws and restrictions of the GDL program for Level II drivers. The Level II license is valid until age eighteen (18) or age twenty-one (21) with an issuance of a full license, under Level III.

One (1) moving violation results in a twelve (12) months infraction-free driving period and a required Driver Improvement Program. Two (2) violations results in revocation until age eighteen (18), then the applicant has to take the vision, computer/written, and driver's tests again.

### **LEVEL III – Full Class E License**

After successfully completing one (1) year of infraction-free driving with a Level II driver's license, the applicant is eligible to receive a Level III driver's license with no restrictions, provided he/she is under the age of eighteen (18). The applicant must complete the DMV DS23P form and provide the required proof of identifications and documents mandated by the DMV policies. The Level III GDL is valid until his/her twenty-first (21) birthday.

## **2.4 MOTORCYCLE INSTRUCTION PERMIT/LICENSE**

### **LEARNERS PERMIT**

The DMV require individuals to apply for a permit for motorcycles 50cc's or more. An applicant over eighteen (18) years of age can have a motorcycle license only or motorcycle endorsement. An applicant under eighteen (18) years of age must have at least a Level 2 GDL license in order to take the computer/written test.

Each applicant has to provide the required proof of identifications and documents mandated by the DMV policies.

After, the screening information is received and entered into the testing system, a \$5.00 charge is collected allowing for two (2) tests; the applicant taking the computer knowledge test is assigned a Test Station. The computer knowledge test has twenty-five (25) questions. Each test question includes: a question, and four (4) potential answers (choices), with one (1) choice that is the correct answer. The system displays immediate feedback to the applicant as to whether or not the answer selected was correct or incorrect. After completion of the test, the station displays to the applicant whether the test has been passed or failed. If the applicant incorrectly answers seven (7) questions, the computer automatically fails the applicant and stops the test. If the applicant correctly answers 19 questions, the computer will automatically stop the test. The station displays the total number of answers that were correct or incorrect at the end of the test. If, the applicant has failed the test, he/she waits seven (7) consecutive days before re-testing. All documents and identifications are required every time the applicant applies for testing. If, the applicant has passed the test, the DMV personnel will certify the applicant's DMV DS23P form.

After the applicant passes the motorcycle's computer/written test, he/she pays the appropriate fees with cash, check, or credit card. The photo card is then printed on the Drivers License Photo printer. This permit is valid for ninety (90) days and cannot be renewed.

**SKILLS TEST**

Upon successful completion of the motorcycle skills test (see Exhibit C), it will be manually or electronically entered into the ATS. Applicant completes the DMV DS23P forms. The DMV personnel certify the application. The applicant will remit their driver's license and motorcycle instruction permit, and receive the driver's license with a motorcycle endorsement (F). The applicant pays the appropriate fees with cash, check, or credit card. Next, the photo identification card is taken at the Customer Service Desk for his/her driver's license.

If the applicant chooses to take the Safety Course, he/she contacts the Motorcycle Safety number to schedule the class and pay the appropriate fee. This is a two (2) day course that teaches the basics about riding a motorcycle. A skills test at the DMV Driver's Exam Center is not required.

Upon successful completion of this course, the applicant submits their driver's license, motorcycle learner's permit, and safety course certification to the DMV Office, and then receives their driver's license with a motorcycle endorsement (F). The applicant pays the appropriate fees with cash, check, or credit card. The photo card is then printed on the Drivers License Photo printer.

**2.5 DRIVER CLINICS - (Medical Review)**

Driver Clinics are intended for individuals who require re-testing for their driver's license due to either medical or physical conditions affecting their ability to drive safely. The individual must apply with the DMV Driver Services' Division to reinstate their driving privileges. The individual will be notified by letter when and where the testing will take place, and what test is required for reinstatement. The test is held at any of the twenty-three (23) regional offices. If the individual fails to appear, he/she must re-apply for a new date and time.

When being re-tested, the applicant is required to show proof of identifications and documents mandated by the DMV policies.

The DMV personnel fills out the DPS-37 Report of Driver Interview form (see Exhibit D). This interview form is entered into the ATS with the option of printing.

The applicant is administered a vision test, knowledge test and skills test for Class E drivers, as described in 2.4 of this document. If the applicant fails the vision, knowledge or skills testing, he/she re-applies to Driver Services before taking further tests.

Upon successful completion of the road skills test, the DMV personnel will certify the test and send the results to the Driver Services Division. Driver Services contacts the applicant about getting their license before operating a vehicle.

All tracking and documentation of the applicant's test scores are maintained at the DMV testing location.

## **2.6 RENEWALS AND DUPLICATE LICENSES**

### **RENEWALS**

Driver's license renewal dates may vary by age due to a five-year license renewal program. Depending on the driver's calculated age at the time of renewal, their license may be issued for a period ranging from three (3) to seven (7) years. The license expires when the applicant's age is divisible by five, then the next renewal date expires on the applicant's birth date in five (5) years. If the license is expired, then an expiration fee will be collected at the time of renewal. If the license has expired for more than six (6) months, the applicant will have to take the computer/written and skills test again. Both tests can be taken in the same day.

### **VISION SCREENING**

To renew a driver's license, the applicant shows proof of identifications and documents mandated by the DMV policies, as well as successfully pass the DMV Vision Screening at 20/40 or submit the DLAB-2 form from a licensed Vision Specialist stating his/her vision is 20/60 or better. The results are entered and maintained by the ATS. The only data entered is a Pass/Fail, a Yes/No response for Corrective lenses required and a note (comment) section.

### **DUPLICATE LICENSE**

In order to receive a duplicate license, two (2) documents of identification must be presented, and approved by the DMV Examiner. Some of the reasons for re-issuance of a license: lost or stolen, a name change, address change, date of birth correction, or it has been broken.

In the case of a name change or date of birth correction, the applicant shows all the proof of identifications that are required by DMV policies.

## **2.7 OUT OF STATE TRANSFERS**

### **OPERATORS**

All applicants transferring from out-of-state are required to show proof of identifications and documents mandated by the DMV policies.

The DMV personnel verify the documentation, and certify the transfer of license.

If, the applicant has an expired out-of-state license, the vision, knowledge, and skills tests must be taken again.

If, the applicant does not have the out-of-state license in their possession, he/she must contact the DMV from that state, and request a certified driver record or a "Letter of Clearance" to apply for a WV driver's license.

### **GDL LEARNERS/LICENSE**

Applicants under the age of eighteen (18) cannot transfer a non-GDL learners permit from another state. If the applicant has a GDL learners permit from another state, the time involved from the date of issuance is transferable with his/her driving record and the waiting period reduced. The computer/written test is required to obtain a WV learner's permit. The applicant provides all the appropriate identification and their out-of-state learners permit prior to being eligible for testing.

Applicants with a GDL license under the age of eighteen (18) may transfer a valid license from another state. He/she provides the appropriate identifications, turns in their out-of-state license, and certified driving record. No written or skills tests is required. If the applicant's license is not valid, he/she retakes the computer/written and driver skills test again. If requested, both tests may be taken on the same day.

### **COMMERCIAL DRIVER'S LICENSE (CDL)**

All applicants transferring an out-of-state CDL license are required to show proof of identifications and documents mandated by the DMV policies.

The CDL applicants applying for a renewal license that are exempt from DOT's Medical Examination physical (long-form) requirements must successfully pass the DMV Vision Screening at 20/40 or submit the DLAB2 form from a licensed Vision Specialist stating that his/her vision is 20/60 or better. The ATS system provides the applicant's DOT Medical Examination physical expiration date.

All CDL transfers submit all required documents for review by CDL Unit prior to transfer.

If the applicant's license has expired, their CDL license cannot be transferred. If the applicant has a Hazardous Materials endorsement, he/she retakes the knowledge test in order to retain that endorsement on their CDL license.

The DMV personnel verify all documentation, and copy the physical examination long-form for processing. If HAZMAT is involved, the applicant must pass the Hazardous Materials test, and provide an approval letter from TSA, before the endorsement test may be issued on the license.

### **2.8 Salesperson**

The DMV require individuals to apply for a license for Salesperson. An applicant who wishes to be employed as a salesperson provides the required proof of identifications and documents mandated by the DMV policies. Also, these individuals submit to a background investigation.

After the screening information is entered onto the testing system, he/she pays the appropriate fees with cash, check, or credit card, and then assigned to a test station. The computer knowledge test has twenty-five (25) questions with a 50 minute time limit. Each test question has three (3) potential answers (choices), with one (1) choice that is the correct answer. The system displays immediate feedback to the applicant as to whether or not the answer selected was correct or incorrect. After completion of the test, the station displays to the applicant whether the test has been passed or failed. If the applicant incorrectly answers seven (7) questions, the computer automatically fails the applicant and stops the test. If the applicant correctly answers 19 questions, the computer automatically stops the test. The station displays the total number of answers that were correct or incorrect at the end of the test. If the applicant has failed the test, he/she must wait seven (7) consecutive days before re-testing. All documents of identification are required every time the applicant applies for testing. If the applicant has passed the test, the DMV personnel certify the DMV Salesperson application.

After the applicant passes the salespersons computer/written test, the photo identification card is taken at the Customer Service Desk. The photo card is printed of the Drivers License Photo printer. The applicant then receives his/her Salespersons License. The computer system retains a "temporary" status pending background investigation approval. Once notification is sent to the DMV, status will be updated.

The Salespersons License is valid from 1 to 5 years depending on the birth year of the applicant.

## **2.9 ATV Video**

The system must be capable of displaying training materials of video and audio. Currently, DMV has a video, with audio, already in use on the current ATS.

## **2.10 Drug/Alcohol Awareness Video/Acknowledgement**

All applicants read and acknowledge the Drug and Alcohol information before taking the appropriate written/computer test associated with the classification desired. This information must be on the ATS system. The information is issued to all learners' permit applicants, including CDL, and consists of questions pertaining to the Drug and Alcohol Awareness information.

### **Effects of Driving Skills**

DMV may revoke driver's licenses in the State of WV for blood alcohol levels above .05. A person is considered legally impaired with blood alcohol level at .08. Driving while legally impaired enables poor judgment, blurred vision, increases the time it takes for your eyes to adjust to night vision, distortion of distance and muscular coordination loss.

If the driver licensee is under 21 years of age and arrested with blood alcohol content (BAC) of .02%, he/she will lose their license for 60 days.

## **2.11 ENDORSEMENTS**

- **F** MOTORCYCLE
- **H** HAZMAT (Hazardous Materials)
- **N** TANKER
- **P** PASSENGER
- **S** SCHOOL BUS
- **T** DOUBLE/TRIPLES – Trailers
- **X** HAZMAT & TANKER Combined

### **RESTRICTIONS CODES**

- 1 ARTIFICIAL LIMBS
- 2 CORRECTIVE LENSES
- 3 AUTOMATIC TRANSMISSION
- 4 MECHANICAL SIGNALS
- 5 HAND CONTROLS
- 6 OUTSIDE MIRRORS
- 7 CORR LENSES & OUTSIDE MIRRORS
- 8 MOTOR DRIVEN CYCLE
- 9 OTHER, MUST ENTER DESCRIPTION

**D** DAYLIGHT DRIVING ONLY

**I** INTERLOCK

- K CDL INTRASTATE ONLY
- L NO AIRBRAKES
- M CLASS B OR C BUS ONLY
- N CLASS C BUS ONLY
- P POWER STEERING & BRAKES
- S SPINNER KNOB
- X VIOLENT SEXUAL PREDATOR

## Part 3.0      **PROCUREMENT SPECIFICATIONS – MANDATORY**

### 3.1      **General Requirements**

This contract **shall** provide the DMV an ATS System with technical support, installation, and training. The DMV intends to deliver high quality services, easy to use tests, and possess the ability to process the results in a timely and professional manner. The State is mandating the use of an Open Source Technology which **must** allow for integration with existing and future information systems, maximizing the DMV's ability to utilize and transmit data electronically to other entities, including the State's Mainframe Driver's database. Well-defined industry and de facto standards **shall** apply, in the areas of operating systems, communications, and storage. **Vendors shall be subject to the requirements for REAL ID regulations (see web-site <http://www.dhs.gov/files/law/gc1172765386179.shtm>), including any relevant security mandates, including those pertaining to personnel, with supporting documentation provided, as required.**

**Qualifications & Other Requirements:** The successful vendor **must**:

- Have a minimum of three successful installations within the last five (5) year period and/or are currently maintaining the system being bid (please include names of businesses, contact person name and phone number, initial system installation date, and description of services).
- Be solely responsible for all work performed under the contract and **shall** assume Prime Contractor responsibility for all services offered and products to be delivered under the terms of this contract;
- Ensure that the original software, source code, object code, and all modifications, **throughout the life of any agreement resulting from the release of this RFQ, shall** be held in escrow, to be released to the agency upon termination of said agreement. This clause has been created to ensure uninterrupted service to the State's taxpayers. The use of the original software and source code **shall** cease, upon replacement of the affected Vendor system. It is further understood that the State **shall** retain a perpetual license to the object code; and
- The solution **must** have the ability to integrate and/or interface with modular systems, such as those commonly found in an Enterprise Resource Planning System (ERP).



### 3.2 Scope of Work

The vendor must provide all necessary materials and services to replace the current testing system and provide a Windows-based, networking-capable Automated Testing System (ATS), which **must** meet all Federal Motor Carrier Safety Administration (FMCSA), and American Association of Motor Vehicle Administrators (AAMVA), requirements for Knowledge and Skills Tests. These requirements are provided on the following websites: [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov) and [www.aamva.com](http://www.aamva.com). The system **must** include application software, technical support services, installation, and training. The system **must** be capable of conducting tests, providing the DMV with the results, updating and revising tests, and retrieving and transmitting statistical information.

The system **shall** provide the following capabilities:

- Administration from both the Examiner's and applicant's viewpoint.
- Windows-based and Web-based.
- Meet present, and changing, Driver's License Testing needs.
- Allow for future expansion.
- Allow for the addition of new capabilities, such as vision-testing and improved access for individuals with disabilities.
- Support all required languages in on-screen, oral and written formats.
- Statistical reporting.
- Offer the capability to administer digital image, full motion video, or color graphics
- Web-based in educational settings (Internet Explorer compatible.)
- Interface with a remote Driver's License Skills testing environment (e.g. eCDL.), for the purposes of CDL Test validation and statistical analysis.
- Communicate (send and receive data) with the Driver Database.
- Central deployment of all test updates simultaneously, to ensure that all sites have the same version.
- All testing information (first, second and third chance) **will** be maintained by the new ATS system.
- ***The Vendor will not be given direct access to the Driver's database (DB2 Version 8). The data will be passed between systems by using DB2 stored procedures. The stored procedures will be written by a DOT Information Services Division's programmer analyst.***
- ***Access is via a DB2 Connect runtime Client. The successful Vendor will be assigned a Mainframe logon ID to access the DB2 Client, the configuration files, and installation script from the Office of Technology Data Center website. Instructions will be provided to the successful Vendor.***

### 3.3 Test Types

This system **must** be able to add any Federal, or State-mandated test(s), as needed, at a future date. Test types requested in this section **will not** be offered on a per test cost, but **must** be all-inclusive of the Vendor's system cost bid. The system **shall** include the following Driver License Knowledge Tests:

- Commercial Driver's License (CDL) General Knowledge
- CDL Air Brakes
- CDL Combination Vehicle
- CDL Tanker
- CDL Hazardous Materials (English Only)
- CDL Doubles/Triples
- CDL School Bus
- Operator
- Motorcycle
- Driver Clinic Interview (Attachment II information must be entered manually into the ATS; no deviation from attached form)
- Hearing-Impaired
- Expandable to other Knowledge Tests
- Salesperson License
- ATV
- Written (Paper) Test

### 3.4 Languages

- The system **must** include, at a minimum, tests in the five (5) languages listed below in written and oral form, and **must** be expandable to add additional languages, as required. For all tests administered in a foreign language, the exam **shall** have the English language translation available on the screen.
  - English
  - French
  - German
  - Japanese
  - Spanish
- The Vendor **shall** be responsible for all language translations, and related certifications.
- The system **shall** have a feature that allows for an on/off option for all tests which **will** be available to the administrator. (e.g. Quick Pass/Quick Fail, language changes, et.al)
- The system **shall** be capable of expanding to eleven (11) additional languages (for a total of sixteen [16] to be added at a later date, for example Russian, Vietnamese, Chinese). Re-word system must be capable of expanding to a max of 16

### 3.5 ATS Specifications

- The text for all test questions and answers **will** be developed and/or approved by DMV.
- Question pool must be electronically stored for each test type and must contain adequate questions to generate several versions of a test without repeating all questions that have been used on any one test. The complete “active” question pool must be available for each test generated.
- The system must allow for the automatic removal of a question from the active question pool by recognizing the user assigned expiration date.
- Test length **will** be determined by DMV and **may** vary among various test types. Time allowed and time remaining, for each test, **shall** be clearly visible to the applicant, on their screen.
- Each test question **shall** include a question and multiple choice answers. The text for all finalized test items **shall** reside on a Central Test Database that is utilized and supported by the automated system itself. The State requires that all changes made to the test questions **shall** be through the central server, which **will** allow for updates at the remote test sites.
- Each test item **shall** have multiple choices with one choice that is the correct answer and up to three (3) others that are included as distracters. The system **must** provide the option to use “all of the above” answer as the last of the multiple choice answers.
- Must have varying font type and size capabilities; any font type and size changes during the life of the contract must be approved by the DMV in advance.
- Each test item **shall** have the capability to include a corresponding graphic relevant to the question.
- Test items **must** be able to utilize graphic depictions of driving/traffic situations including road sign, intersections, traffic lights, roads, and other visual representations associated with the WV Driver's License Handbook. The graphics **shall** appear visually on the Test Station monitor, in conjunction with the associated test item.
- The picture supporting the test question **shall** be a still, digital image (no motion). Images shall be selected from either the DMV and/or Vendor repository. All images are subject to final DMV approval.
- Written test results **must** be capable of being entered manually in the ATS system.

- The addition of new, or replacement pictures, **must** be possible without upgrades to the software. If for some reason, an upgrade becomes necessary, it **shall** be at no cost to the DMV.
- **Shall** allow the applicant to enlarge the graphic image to full screen size by touching an on-screen control so that he/she may study the picture. Once, the image is enlarged to full screen, it **must** return automatically to normal size by timer function after five (5) seconds, or by touching the screen again.
- The picture **shall** appear in the same place on the monitor screen for all tests.
- The system **must** be capable of assigning an applicant to take multiple tests at one sitting.
- The system **must** be capable of pre-loading questions and associated audios or images, in a status that does not allow the question to be used in an examination **until a specific date parameter is met**. **This feature will be used to pre-load each location with test questions that relate to new laws which take effect on specific dates. These questions must not be used in an exam until the new law takes effect.**
- The system **must** generate a unique identifier for each test distributed by each Test Station.
- The system **must** retain all scoring, statistical and audit data of the test in progress, at the time of any Test Station failure.
- The system **shall** allow automated restart of tests which are in progress, at the time of any system failure. The system **must** continue from the question given at the time of the failure, and **must** not require the applicant to retake any test questions, or alter the number of test questions being given for that particular test. All statistics such as correct/incorrect **must** be saved to make certain that correct test results are obtained.
- The system **shall** allow for the continuation of tests which are in progress, at the time of a system failure, by moving the applicant to another Testing Station, within the same business day. The system **must** continue from the question given at the time of the failure, and **must** not require the applicant to retake any test questions or alter the number of test questions being given for that particular test. All statistics such as correct/incorrect **must** be saved to make certain the correct test results are obtained.
- The system **must** provide for central storage and retrieval of statistics, questions/answers, images, and audio associated with the appropriate question.
- The system **must** be capable of presenting questions randomly or in any sequence, scoring the answers, providing instant "correct" or "incorrect" feedback, and providing results in electronic form. The pass/fail result indication must be displayed on the monitor at the Examiner's Console. At any point during

the test, from beginning to conclusion, the Examiner **shall** be able to review the test.

- The system **shall** be capable of providing to the applicant, at the end of each test a print-out, summarizing his/her test activity.
- The system **must** select test items, from the required categories within the question bank, in a random selection manner for each test type and language.
- The system **must** provide selected test items to applicants in a randomized sequence, for each test type and language.
- The system **must** provide answers to selected questions in a randomized sequence, or a given sequence, for each test type and language.
- The system **must** be capable of displaying certain pre-specified questions, within subcategories (as defined by the FMCSA, AAMVA, USDOT and the State of West Virginia), on each and every one of a specific test type. Any requested changes **will** be made without any additional cost to the DMV.
- Each test **must** be linked to the individual Examiner who assigned the test, via a logon ID, for audit and tracking purposes.
- The System **must** display immediate feedback to the applicant as to whether the answer selected was correct or incorrect. Once the applicant has selected their choice, the answer **must** not be locked in until they hit "enter." After grading, if an applicant selects the wrong answer, the system **must** reveal the correct answer so that he/she may review it before proceeding on to the next question. At the conclusion of the test the system **must** display to the applicant whether the test has been passed or failed and show the total number answered correctly or incorrectly.
- The applicant's information **must** be entered only once.
- System **shall** store and report information in a manner that is compatible with State and Federal standards...
- Process requests, regardless of request type. Examiners and other system users **must** be able to search and obtain applicant test information online. Responses **must** be promptly returned on all System queries within 3 seconds or less

### 3.6 Oral (Audio) Test Requirements:

The Oral (Audio) Test **must**:

- Be available on all Test Stations and in all required languages.

- Be conducted with the use of detachable listening devices (for example headset, headset) to ensure privacy during the test, but be easily removable when the audio function is not being used.
- Include a volume control feature, to enable an applicant taking an Oral Test to change the volume to a comfortable level. The volume **must** automatically reset to a prescribed level at the conclusion of each test.
- Be presented in clear, and easy to understand audio.
- Use a digitized human voice system to preclude the requirement for tape drives or other mechanisms prone to wear, or which require regular adjustments and calibration. Bids for systems with synthesized audio will not be considered acceptable for the DMV's needs and will be rejected.
- The Oral (Audio) Test shall correspond, word for word, with the Visual Tests displayed on the Test Station monitors.
- Permit the applicant to replay the question and answer choices by touching a specific touch zone, for example, "Repeat Question."

### 3.7 Written Test Requirements

- The system **must** be capable of printing paper copies of examinations that contain randomly selected question and answer choices for an applicant, on DMV printers, in all locations.
- The written (printed) paper tests **shall** correspond, word for word, with those found in the questions, images and answers, stored in the Test Pool.
- The system **must** be capable of printing a black and white, or color, paper copy of the visual image (photograph) associated with each particular test item, for all test types.
- The system **must** print an answer key, in English, for the Examiner that corresponds with each printed test, for all test types. The system **must** be able to print, upon request, any specific test, in English, regardless of the original testing language.
- The tests **shall** be printed on 8 1/2" X 11" paper in near letter quality.
- The system **shall** allow for manual input of test results from written tests, for statistical purposes. The DMV's personnel **must** have the ability to enter each answer at the keyboard, on both the Examiner Console and Administrator Console.

### 3.8 System Components

The Vendor **must** supply fifty (50) user manuals, as well as one (1) electronic copy in Microsoft Word format. DMV **shall** have the right to re-produce and use any of the

training materials, for in-house training programs delivered to DMV employees, at **will**. This **shall** include all technical documentation necessary to install, maintain and operate the software for the Test Station, Examiner Console and Administrator Console (see Section 3.2.11.1). The Vendor **must** provide any updates, changes, or modifications to these manuals, in an electronic format, as they are proposed at no additional cost to the state. The Vendor **must** provide the minimum hardware specifications to operate the software for the following components:

- A. Test Station
- B. Examiner Console
- C. Administrator Console
- D. Central Database Server

The system **must** work with current connectivity of T1 lines in all the Regional Offices, and with the one (1) Satellite Office utilizing DSL. All aspects of the system components **must** be secure, especially with regard to accessing the DMV's test environment, either via local, or remote, access.

### 3.9 Test Station Functions

The Test Station is the device on which the applicant **will** take the Knowledge Test. It **must** present the questions; a picture corresponding to the questions, alternative answers, and **shall** provide prompts and test feedback. The DMV On-Site Test Station **must**:

- Operate automatically, once powered up.
- Must function in areas where other business, besides testing, **will** occur. Audio for orally administered tests **must** be delivered through the use of a device attached (headphones) to the Test Station.
- Display the message on the initial screen for the Driver's License Knowledge Test: "Welcome to the State of West Virginia Driver's License Testing System." The screen **must** be capable of providing a graphic, a message, and a Test Station identifier that **will** aid the Examiner in directing the applicant to the correct Test Station. An example would be a display of the DMV logo and the message, "This is Test Station Number One."
- Display an applicant verification screen. This screen **shall** mimic an actual test question. The applicant's test question must be a verification of the applicant's identification.
- Display message screen. The screen **must** have a graphic and a message from the Governor of West Virginia that **will** be supplied by the DMV.
- Display a set of screens that show the DUI Awareness policies for the State of WV, as provided by the DMV. There **must** be a button for each of these screens

which the applicant **must** touch, which indicates that they have read and understood these policies.

- Be capable of allowing an applicant to take multiple tests of different lengths; for example, (one test with twenty-five {25} questions and another with fifty {50} questions) at one sitting.
- Be capable of accurately and immediately scoring each individual test and recording the results.

### 3.10 Required Software Functions:

The DMV On-Site Test Station software **must** display instructions to guide the applicant on how to take the test. The system **shall**:

- Provide a prompt which provides instructions on how to answer the test questions, or how to respond to screen commands.
- Provide detailed on-screen instructional procedures, which allow the applicant a clear understanding of how to proceed with the test.
- Provide a prompt that instructs the applicant to touch the next question' button to finalize their answer and move on to the next question.
- Provide a prompt instructing the applicant that the test is over and to report back to the DMV Testing personnel.
- Be capable of simultaneously displaying both text and picture for each test item.
- Allow the DMV to edit any site-specific message appearing on the screens. Messages include, but are not limited to, PSAs. The DMV **will** provide the successful Vendor with detailed specifics, at a later date.
- Allow test result data, from the individual Test Stations, to be electronically stamped with unique identifiers to enable the DMV to identify the Examiner, Location, Test Station, applicant, time, date and other information, as approved by the DMV.
- Generate a unique identifier for each test distributed by each Test Station.
- Provide a method for the verification of the applicant's identity on the Test Terminal, prior to starting the test.
- Provide for a notification "flag" on the Examiner Console and the Testing Station, if the applicant has failed any combination of the CDL written or skills test, three (3) times to require the applicant to pay any fees due prior to further testing..
- Provide digital images, full motion video, or color graphics on the monitor, with questions and multiple choice answers displayed below the image, video, or graphic.



- Provide the applicant with options to answer the question, skip the question, or have the question repeated. The system **shall** allow the applicant to change the answer and/or skip the question prior to scoring. If, the applicant skips the question, the system **shall** repeat that question at the end of the test. This feature **must** be automated within the system and have the ability, controlled by the DMV Administrator, to be turned on or off within the system, depending on the test type.
- Allow the applicant to enlarge the graphic image to full screen size by touching an on-screen control so that he/she may study the picture. Once, the image is enlarged to full screen, it **will** be returned automatically to normal size by timer function after five (5) seconds, or by touching the screen again.
- Deny applicants or other unauthorized persons the ability to print any aspect of the testing information contained within a Test Station.
- Automatically up-load all applicant information, test name, and pass/fail test result to the central database, after completion of the test. This information **must** be immediately accessible, via Administrator and Examiner Consoles, statewide.
- Provide software version control to ensure that all production machines are set to the correct version.
- Depict time allowed and time remaining, for each test, and be constantly displayed for the applicant on the test screen.
- Provide a secure operating environment with access security in place.

### 3.11 Examiner Console

The Examiner Console must be the initial point of control for the system at each location, and only that location. There **must** be a minimum of one (1) Examiner Console, per location, with the remaining units serving as Testing Units. The Examiner Console **shall**:

- Operate in an environment where other business transactions, besides testing, **will** occur. For example, the Examiner/Testing Application can be minimized to allow for the use of multiple applications.
- Allow for the review of any test at any time at all workstations having this software.
- Be fully operational when powered on, without the need to load any program or read any external media.
- Be menu-driven so that DMV employees with basic computer skills and training **will** be able to use the software.
- Have the capability to retrieve and review test results for tests currently in progress and for those previously completed.

- Monitor the local site and report any software failures to the Administrator Console and the Central Database.
- Be able to generate all tests and any selected reports.

### 3.12 The Examiner Console Required Functions Software must:

- Provide a secure operating environment.
- Be capable of confirming the status of all test stations at all times, and include a “ready” status indicator, notifying the Examiner that Test Stations are online and available.
- Require a combination of screen name (or user number) and secure password that **will** grant Examiners access to pre-defined user rights for various levels of system access.
- Utilize automated procedures that guarantee password protection, but allow authorized users to change their personal passwords.
- Allow the Administrator access to the system and the ability to set a new password for the user. Once logged on with a temporary password, the user must be required to designate a new, personally-protected password, before being allowed to log in again.
- The Examiner’s Consoles **shall** be configured so that when an Examiner logs out, the ATS **will** remain available, allowing another Examiner to log in and continue administering tests.
- Prompt the applicant to provide their name, DOB and Social Security number, which **shall** then display the applicant’s photo (Photo First process), for verification at the Examiner’s Console, before the Examiner may assign a test station. This verification function **must** pull the applicant’s information from the DMV’s DB2 Mainframe Driver’s Database.
- Provide Examiners the ability to assign an applicant to a specific test at a specific Test Station; however, an override **must** be available for the system to randomly select the Test Station.
- Provide the ability to enter a unique alpha-numeric identifier for each applicant.
- Provide a continually updated display of the status and test progress for each local Test Station. The data displayed **must** include at least the following:
  - Test Station number.
  - Applicant identifier.
  - Start time.
  - Elapsed time.

- Number of questions answered correctly and those which are incorrect, for the test in progress.
  - Number of questions answered correctly and those which are incorrect, with a pass/fail indicator for completed tests.
  - The names of other tests assigned to the applicant, but not yet started.
- Be capable of switching between test monitor displays and other display screens.
  - Provide a menu-driven search utility to allow for rapid retrieval of test result data.
  - Provide the ability for the Examiner to review all questions and answers for any local test. The review **must** display the questions and answers in the order presented in the test including graphics, the answer selected by the applicant, and the correct answer, when different from the selected answer. The Examiner **must** have the ability to have the test displayed on the Examiner Console or any Test Station at the location.
  - Allow the Examiner the option of terminating a test.
  - Provide menu-driven utilities, thereby limiting required keystrokes. These utilities shall include, but are not limited to, such processes as: printing test results, changing test system passwords, and setting test parameters for each type of test.
  - Enable the Examiner to cancel any test in progress, at any time. All normal statistical data **shall** be captured for the cancelled tests. A notation in the data **must** be made to indicate that the test was cancelled before completion, and the reason for the test cancellation.
  - Allow for the manual data entry of test results of all written and skills test, in the DMV-approved test formats, to include, but not limited to:
    - CDL pre-trip
    - CDL basic control skills
    - CDL driver skills
    - Automotive written/skills
    - Motorcycle written/skills
    - Driver clinic written/skills
    - Class G (Bi-optic) skills test
    - Rider Skill Test Score Sheet (RST) – Three Wheel Vehicles (This **will** replace the Motorcycle tests in late 2010.) (Exhibit E)
  - Interface with the Mainframe DMV Driver's System to verify Social Security and Driver's License numbers. If historical data is available, the Examiner Console **shall** retrieve the applicant's information, including, but not limited to; name, address and date of birth. The DMV Driver's System data is stored in a Mainframe DB2 database (IBM z/OS version 1.9).
  - Update the DMV Driver's System DB2 database with applicant information and test results when applicants successfully pass the test.

- Verify that the applicant has **NOT** taken the test they are registering for, within the preceding seven (7) days and prohibit continuation. The system **must** allow for an over-ride of this function by the DMV Administrator.
- Populate information fields from any existing DMV database using auto fill technology (example SSN/DL/ID number).

### 3.13 Administrator Console

The Administrator Console must be the central point of administration and control for the entire ATS. The Administrator Console **will** be located at the DMV Headquarters, in the Information Services area and must accessible to the DMV defined personnel.

The Administrator Console **must**:

- Be connected to all sites through the statewide network, which is TCPIP.
- Be menu-driven so that DMV employees with basic computer skills and training will be able use the software.
- Require a secure combination of logon ID (user name or user number) and password, in order for an operator to gain access to the system.
- Operate in a manner that is consistent and compatible with other software aspects of the system (Test Station, Test and Statistical Database, and Examiner Software).
- Provide the capability to continue all functions of the examiner console in the event that the examiner console has a failure of any type.

### 3.14 The Administrator Console Required Software Functions **must**:

- Provide a secure operating environment.
- Create new test question types and categories.
- Create new test questions and answers.
- Modify test questions and answers.
- Archive prior test questions and answers.
- Define/revise the number of questions for a test.
- Define the categories for each question in a pool, to be used to generate a test.

- Define/revise the passing grade for each test, by either a number, or percentage of questions answered correctly.
- Change a graphic associated with a question.
- Set effective dates, beginning and ending, for questions and/or answers.
- Manage test data on a case-by-case basis.
- Update immediately, or on delay, new and modified tests from the Administrator Console to Test Stations. The update process **shall** be transparent to the remote locations' users and achieved without Regional Office operator intervention.
- Perform all Examiner Console functions.
- Perform remote operations and any applicable file transfers (e.g. file archival) along with routine test management.
- Review all statistical data from all locations in real-time.
- Collect statistical data from the Regional Offices without Regional Office operator intervention.
- Require a logon ID and password for every authorized user to access the system. The format and function of the logon ID **must** be approved by the DMV.
- Allow every authorized user to change their personal password.
  - Allow the Administrator access to the system and the ability to set a new password for the user. Once logged on with a temporary password, the user must be required to designate a new, personally-protected password, before being allowed to log in again.
  - Assign access levels for the system administrators.
  - Provide the functionality to logon and logoff without a complete shutdown of the Station.
- Interface with the Mainframe DMV Driver's System to verify Social Security and Driver's License numbers. If historical data is available, the Administrator Console **shall** retrieve the applicant's information, including, but not limited to; name, address and date of birth. The DMV Driver's System data is stored in a Mainframe DB2 database (IBM z/OS version 1.9).
- Update the DMV Driver's System DB2 database with applicant information and test results when the applicant passes the test.
- Provide flexibility to allow the DMV to edit any message appearing on the screens. Messages include but are not limited to: logos, official names, introduction, "End of Test" messages and PSAs (for example "Welcome to West

Virginia Driver's License Testing System," "Return to the Examiner," and "Proceed to the Next Question)." The DMV **will** provide the successful Vendor with specifics at a later date.

### 3.15 System Access for CDL Administration only

- Section administrator **must** be capable of entering data to confirm that all new CDL applicants have registered, and paid the test fees needed to take the applicable CDL test.
- The examiner at the test site **must** be capable of entering data to allow an applicant with a CDL with Hazmat endorsement to test and renew the endorsement without section administrator confirmation.
- The software **shall** alert the examiner and the section administrator when the applicant has used their three attempts.
- The software **shall** prohibit further testing until the applicant has reapplied and paid their appropriate fees.
- All information **must** be available to all DMV locations.

### 3.16 Web-Based Test System

The Web-Based Test System **must** emulate the testing environment provided at a DMV Testing facility, at a non-DMV Test System location, with the exception of the collection of testing fees. Upon successful completion of the test, the applicant **will** go to a local DMV Test site to pay for the test(s) taken. Current law allows for two testing attempts for each testing fee. The web system **must** record and track the number of test attempts and **must** be retrievable by all examiner work stations.

The Web-Based Test Station Required Software Functions **must**:

- Use the Test and Statistical SQL server database.
- Operate as a secure site using **Transport Layer Security (TLS)** and data encryption.
- Prevent applicant from using the "back" button to go to the previous screen, change the test answer, and have it rescored.

The Web-Site Examiner Station Software **must**:

- Use the Test and Statistical SQL server database.
- Operate as a secure site using **Transport Layer Security (TLS)** and data encryption.

### 3.17 Test/Statistical Database Requirements

The Test/Statistical Primary server/Database **will** reside at a DMV-designated off-site location, and on a backup server located at the main Capitol Complex, 1900 Kanawha Boulevard, East, Building 6; Charleston, West Virginia, which **shall** be maintained by the Office of Technology.

The Test/Statistical Database **must**:

- Be compatible to reside on the state's structured query language (SQL) server.
- Provide full rights and access to the entire system database to specified DMV personnel only.
- Record, electronically store, and manage multiple-choice test questions that **will** be maintained in each of the languages previously listed.
- Store all questions and answers, photographic images and the audio components associated with the test for each applicant maintaining an original copy of all the components used for that test. This information must be stored in a password-protected location.
- Provide for and maintain an "audit trail," which tracks any changes made to the Test Question Database. The audit trail **must** be keyed to the logon ID, date and time of a change, user making the change, and the nature and impact of the change made, including the preservation of both the original and revised versions of any test question that has been modified.
- Serve as the central repository for the retention of core information relevant to applicant testing, the testing process, test results and the certification of test performance that **shall** result in specific authorization for a license to drive. A data dictionary **must** be provided, with all associated work flows, as well as a diagram of the database design.
- Allow for all information for tests, or portions of tests, administered outside of the ATS (both knowledge and skills,) to be entered manually or electronically in a format necessary for evaluation and statistical analysis.
  - Support data entry, data exchange, data transfer, automated processing and comprehensive compilation of responses to requests made by any Examiner, any time from the Examiner Console.
  - Require that all data entered pass through system edits (with associated warning prompts,) that are designed to ensure data accuracy, and flag the Examiner if an error is identified.
  - Assist with data reconstruction, problem analysis, and data transfer reconciliation and system audits. The database **must** include provisions for an audit trail of system transactions and database updates, including the identity of the user who initiated the transaction.

- Maintain on-line records for the current year, plus the **four** (4) preceding years. The system **must** have the ability to archive data on a yearly basis, or on demand. The system **must** be able to store data for retrieval for a minimum of seven (7) years, from the archival database. A historical database **must** be provided which allows archived data to be electronically retained after seven (7) years then migrated to another "electronic media" format, which is suitable for archival purposes
  
- Maintain the following information for each applicant taking a test:
  - An individual driver's name as last, first, middle, other name, suffix
  - System-assigned applicant Driver's Test Sequence Number
  - State-assigned applicant Driver's License Number and Type
  - Applicant's Residence Address **must** include City, County, State and Zip Code
  - Applicant's Mailing Address
  - Gender
  - Social Security Number
  - Eye Color
  - Date of Birth
  - Out-of-State license information to include, state identity, license number and expiration date
  - Restrictions/Endorsements
  
- Maintain the following information for each test taken by an applicant:
  - Testing Center Location
  - Date of test
  - Test start time
  - Test end time (elapsed time)
  - Test language(s)
  - Test category
  - Test type(s)
  - Test version(s)
  - Test mode(s)
  - Record of score (%)
  - Test outcome (pass, fail, abandon, cancel)
  - Test Station ID
  - Examiner's ID
  - Medical Examination physical expiration date
  - Test History (see Attachment III; in lieu of electronic CDL results this form will be used for manual entry until electronic transmission is available)
  - Driver's License/ID Number (if available)
  
- Maintain the following information for each test question:
  - Test question identifier
  - Total question usage



- Choices selected
- Choices correct
- Average time required to respond to each question
- Elapsed time per question
- Question Activation Date
- Question End Date
- Question Status Field (Active/Inactive)

### 3.18 Reports

The ATS **must** be capable of allowing the Examiners at each location, to view and generate reports from their local data only; and afford the Administrators the ability to view and generate reports from all locations.

The ATS **shall**:

- Generate reports that detail test and system usage and user statistics.
- Compile and print reports that **will** be utilized by employees who are not computer programmers. The operation of the reporting functions **must** be presented in an intuitive and simple to use format, appropriate to the skill level of a casual computer user.
- Generate reports, on demand, as frequently as desired.
- Generate reports automatically at pre-designed intervals and times that can be printed on any standard printer or be placed in a folder on a designated computer.
- Provide ad hoc query and reporting capabilities that do not require development or construction by DMV employees.
- Automatically print reports on a schedule to be determined by the DMV.

#### 3.18.1 Standard Reports

The ATS **shall** generate the following reports at no additional cost to the DMV:

- **Daily Detail Knowledge**  
List the applicants' name, DOB, test taken and results for each DMV location, for any particular day.
- **Daily Detail Skills**  
List applicants' name, DOB, and test results for all Road Skills Exams, test results for all Motorcycle Skills Exams (separately,) including the name of the Examiner administering each test, for all DMV locations.
- **Daily Summary Driver Testing Results**

Total of all tests given at each location, and a final total for all locations combined (list names of tests, how many pass/fail, and totals.)

- **Monthly Summary Driver Testing Results**  
List tests taken (with pass and fail totals), total tests cancelled, total oral tests, total tests in other languages besides English (list each language and totals), and total paper tests printed; with the results for each location.
- **Monthly Summary Day by Day**  
List each test (with pass and fail totals) daily, at each location, and list total tests of all locations combined.
- **Monthly Skills Test by Examiner**  
List the total number of Driving Skills and Motorcycle Skills Tests, per Examiner, at each location for the month.
- **Yearly Summary of all Tests**  
List the total of all written and skills tests taken, including detail knowledge (applicant's name, DOB, test taken and results for each location.)
- **Daily, Monthly, Yearly Vision Testing Results**  
List Vision test results (pass and fail) and total DLAB-II forms submitted, per location.
- **Daily, Monthly, Yearly Driver Clinic Results**  
List Driver Clinics scheduled, Clinics given, passed and failed, and any "no show" results.
- **Modification Reports**  
The system **shall** generate a daily report of any modifications made to the testing software, or tests. This report **shall** identify who was responsible for the modification, the type of modification made and the reason for the modification.
- **Individual Question Analysis Reports**
- **Individual Test Analysis Reports**

### 3.19 Training

The Vendor **shall** provide training to DMV specified employees at each regional office through-out the state. The vendor **must** provide qualified trainers and **shall** provide eight (8) hours on-site training at each location. This training **must** be performed by the next business day following location implementations which have been approved by DMV.

- The Vendor is responsible for providing all training materials necessary to create fifty (50) training manuals, as well as one electronic copy in Microsoft Word. DMV **shall** have the right to re-produce and use any of the training materials, for in-house training programs delivered to DMV employees, at **will**.

- The successful Vendor **will** furnish all materials and supplies necessary to provide training on the ATS. The Vendor **will** provide the training on computers supplied by the DMV.
- A training schedule **will** be developed by the Vendor and the DMV.
- The Vendor **shall** have a representative available on-site for each installation to assure a successful start-up, and provide any additional training which may be required, at that time.
- The Vendor **will** be required to provide updated manuals, as system modifications are made. The Vendor is fully responsible for maintaining current versions of all manuals.
- Upon contract award the successful vendor shall submit all training plans and materials to the DMV for approval.

### 3.20 Maintenance

- The Vendor **must** ensure continuing system software functionality of all components of the ATS system, for the processing of Driver Knowledge and Skills Tests. The system shall provide the test results, updates and revisions to tests, as well as retrieving and transmitting statistical information at all times. Vendor **shall** reply to a service call, from the DMV Information Services Help Desk, within thirty (30) minutes of the initial call with a telephone response. The vendor must provide a resolution and/or plan of action within four (4) hours of their telephone response. When a resolution to a problem cannot be obtained via the telephone, the Vendor **must** provide on-site support, at no additional cost until the problem is resolved to the satisfaction of the state of WV. The DMV **will** exhaust all resources before requiring the Vendor to report on-site.
- The Vendor **must** provide maintenance, which **shall** include all available upgrades and new releases of tests, as well as technical support for all software to be pushed out to all site equipment and servers via electronic transmission unless otherwise approved by WVDMV.
- The Vendor **must** provide a Customer Service Help Desk, for technical support, with a toll-free number, after the initial installation and implementation, at no additional cost to the State. This Help Desk **shall** operate between the hours of 7:00 a.m. through 7:00 p.m. EST, Monday through Friday; and Saturday from 7:00 a.m. Through 2:00 p.m. EST. The Vendor's Help Desk **shall** coordinate all service/maintenance calls through the DMV Information Services Help Desk.
- The State of West Virginia **shall** obtain ownership of the software, or an unlimited license for its use. The Vendor **will** arrange for the system source code, and any modifications made to the software throughout the life of the contract, to be placed in escrow, in the event that the Vendor ceases to exist.

- The Vendor **must** maintain, and be in compliance with, any changes to the Federal Motor Carrier Safety Administration (FMCSA) and the American Association of Motor Vehicle Administrators (AAMVA) guidelines, and any Federal or State laws, rules or regulations that have, or **will** be, mandated for Knowledge or Skills Tests, throughout the life of the contract. Any resulting modifications **must** be made with no additional cost to the state.
- The system **must** perform an automatic back-up and recovery process, after DMV business hours, on a daily basis.
- The successful vendor must maintain the system according to the latest required standards including but not limited to anti-virus software, operating platform, or web connection for the State of West Virginia.
- Maintenance and support shall be based on a one (1) year period **which shall be formally activated by change order** upon DMV approval and acceptance of the system installation. Costs bid for maintenance and support **shall** be firm fixed prices for the years indicated and **shall** not be subject to increase.

#### 4.0 Special Terms and Conditions:

The successful Vendor **shall** be subject to the security requirements mandated by the DMV, including but not limited to; background and criminal history checks and fingerprint submission for all vendor and/or subcontracted personnel associated with this project throughout the life of the contract. **The successful vendor shall provide a list of all employees to be assigned to the project within ten (10) business days of notice of contract award. The successful vendor shall certify that all security requirements have been completed for each employee and that no employees with criminal backgrounds are being assigned to the project.** No new employees shall be assigned to work under this contract without prior written consent of the DMV. The successful vendor shall be responsible for the actions of all employees assigned to the contract. Any associated fees related to these security requirements **shall** be the responsibility of the successful Vendor. Any changes in assigned personnel must be immediately reported to the DMV. **Upon receipt and acceptance of the list of employees to be assigned to the project with required security certifications by the successful vendor, DMV will issue a formal Notice to Proceed authorizing the vendor to proceed with system installation.**

#### 5.0 Pricing Requirements:

Vendors **shall** be required to submit cost bids based on the information contained in the attached Bid Form. The total **shall** reflect all costs associated with meeting the requirements and services listed in the RFQ being offered by the Vendor as part of the Vendor's response, inclusive of expenses. The Vendor **must** provide a complete cost quote for software licensing, software installation, training, and technical support including updates. Vendors **shall** provide an all inclusive hourly rate for completion of any customizations, additional reports, and data modifications that may be requested by DMV during the life of the contract. Such hourly rates shall be firm, fixed all-inclusive hourly rates. Estimated hours noted on the Bid Form for additional work are for bid evaluation purposes only; actual hours may be more or less at the discretion of DMV.

**AUTOMATED TESTING SYSTEM  
DMV100094 BID FORM**

A. Basic System		Costs
Software License	\$ _____ per license X 28 sites	\$
Installation & Implementation	One time charge	\$
Training	One time charge	\$
<b>Basic System Subtotal</b>		\$

B. System Maintenance & Support Including Upgrades & Help Desk		Costs
System Maintenance & Support	Year 1	\$
System Maintenance & Support	Year 2	\$
System Maintenance & Support	Year 3	\$
<b>Maintenance/Support Subtotal</b>		\$

C. Other Costs	All-Inclusive Hourly Rate	Extended Cost
Programming – 100 hours	\$	\$
Training, Reporting, Etc. – 50 hours	\$	\$
<b>Other Costs Subtotal</b>		\$

Note: Hours are estimates for bid evaluation purposes only; actual hours may be more or less at the DMV's discretion.

**AUTOMATED TESTING SYSTEM  
DMV100094 BID FORM**

	TOTAL COST
A. Basic System Total	\$
B. Maintenance/Support	\$
C. Other Costs	\$
<b>GRAND TOTAL (A + B+ C)</b>	<b>\$</b>

**Note: Bids shall be evaluated on the basis of the lowest Grand Total Cost following on-site ATS demonstrations to confirm compliance with all mandatory specification requirements. The contract will be awarded to the lowest, responsive bidder meeting all mandatory requirements.**

\_\_\_\_\_  
Vendor

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

Title: \_\_\_\_\_

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

Address:  
\_\_\_\_\_  
\_\_\_\_\_

Business Phone No: \_\_\_\_\_

### ATTACHMENT III

DMV-CDL-2-10  
8/19/2002 (Revised)

002903

YEAR  
2 0 \_\_\_\_

FEE PAID  
\$

#### WEST VIRGINIA COMMERCIAL DRIVER'S LICENSE SKILLS TEST HISTORY FORM

APPLICANT'S NAME:		DRIVER'S LICENSE NUMBER:	
ADDRESS:			B.O.B.
PHONE:		SOCIAL SECURITY NUMBER:	

#### VEHICLE DESCRIPTION

<p>___ CLASS A</p> <p>___ Tractor/Semi-Trailer</p> <p>___ Truck &amp; Trailer</p> <p>___ Tow Truck</p> <p>___ Cab Over</p> <p>___ Conventional</p> <p>GVWR: _____</p> <p>___ Truck/Trailer</p> <p>___ Trailer</p> <p>___ Truck License</p> <p>___ Trailer License</p> <p>___ EQUIPPED WITH AIR BRAKES</p>	<p>___ CLASS B</p> <p>___ Straight Truck</p> <p>___ School Bus</p> <p>___ Coach Bus</p> <p>___ Transit Bus</p> <p>___ Tow Truck</p> <p>GVWR: _____</p> <p>___ Truck/Trailer</p> <p>___ Bus License</p> <p>___ VEHICLE WITHOUT AIR BRAKES</p>	<p>___ CLASS C</p> <p>___ Straight Truck</p> <p>___ Van</p> <p>___ Bus</p> <p>GVWR: _____</p> <p>___ Truck</p> <p>___ Bus License</p>
---	--	---

1st Administration

2nd Administration

3rd Administration

	Score	Pass/Fail
VEHICLE INSP. SCORE:		
BASIC CONDITION SCORE:		
ROAD TESTS SCORE:		

	Score	Pass/Fail

	Score	Pass/Fail

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Examiner's Signature

\_\_\_\_\_  
Certification Number

\_\_\_\_\_  
Date of Test

White Copy: To be sent to Division of Motor Vehicles  
 Yellow Copy: To be forwarded to Third-Party Sponsor (if-Neuro only)  
 Pink Copy: To be forwarded to the Regional State Geographer  
 Goldenrod: To be retained by the Third-Party Examiner

## EXHIBIT A

DIVISION OF MOTOR VEHICLES  
REGIONAL OFFICES

OFFICE	ADDRESS	CITY, STATE, ZIP
Beckley	107 Pinecrest Drive	Beckley, WV 25801
Charles Town	24 Ruland Road	Kearneysville, WV 25430
Clarksburg	105 Platinum Drive Suite D	Bridgeport, WV 26330
Elkins	1029 North Randolph Avenue	Elkins, WV 26241
Flatwoods	295 Skidmore Lane	Sutton, WV 26601
Franklin	Pendleton Bus Center, Suite 200	Franklin, WV 26807
Huntington	801 Madison Avenue	Huntington, WV 25701
Kanawha City	140 Kanawha Mall	Charleston, WV 25387
Lewisburg	148 Maplewood Avenue	Lewisburg, WV 24901
Logan	428 Main Street	Logan, WV 25601
Martinsburg	1438 Edwin Miller Boulevard	Martinsburg, WV 25401
Moorefield	410 South Main Street	Moorefield, WV 26836
Morgantown	1525 Deckers Creek Boulevard	Morgantown, WV 26505
Moundsville	400 Teletech Drive, Suite 100	Moundsville, WV 26041
Parkersburg	3001 Dudley Avenue	Parkersburg, WV 26104
Point Pleasant	1408 Kanawha Street	Point Pleasant, WV 25550
Princeton	198 Davis Street	Princeton, WV 24740
Romney	Ridge Loop Rd & US Route 50 @ Sunrise Summit	Romney, WV 26757
Spencer	115 Church Street	Spencer, WV 25276
Weirton	Route 2 and Cove Road, Suite 100 Municipal Plaza	Weirton, WV 26062
Welch	92 McDowell Street	Welch, WV 24801
Williamson	225 East 3 <sup>rd</sup> Avenue	Williamson, WV 25661
Winfield	116 Liberty Square	Winfield, WV 25526

## Driver Examination Center

Fairmont	9395 Middletown Mall	Whitehall, WV 26664
Wheeling	2600 Eoff Street WV State Police Office	Wheeling, WV 26003



**EXHIBIT B**

**KANAWHA CITY REGIONAL OFFICE**

State of West Virginia  
 Division of Motor Vehicles  
 Driver Examination Score Sheet



DRIVERS LICENSE# OF 21+ YR OLD DRIVER: \_\_\_\_\_

NAME: \_\_\_\_\_

APPLICANTS NAME: \_\_\_\_\_ INSURANCE COMPANY: \_\_\_\_\_  
 DATE OF BIRTH: \_\_\_\_\_ POLICY NUMBER: \_\_\_\_\_  
 SOC SEC NUMBER: \_\_\_\_\_ VEHICLE YEAR/MAKE: \_\_\_\_\_  
 INST PERMIT NUMBER: \_\_\_\_\_ LICENSE PLATE NUMBER: \_\_\_\_\_

**A.STARTING**

- 1.Fails to look around when starting 5-10
- 2.Unnecessarily fast getaway 5-10
- 3.Fails to signal properly 5-15

**B.STOPPING**

- 1.Slows down too suddenly 5-15
- 2.Fails to check rear traffic 5-10

**C.TURNING**

- 1.Fails to approach in proper lane FAIL
- 2.Fails to signal properly 5-20
- 3.Fails to look in mirror/out of window 5-20
- 4.Swings wide to the right/cuts corner to left 5-20
- 5.Excessive speed 5-10

**D.BACKING**

- 1.Fails to look behind before & while backing 15-30
- 2.Uncertain steering when backing 5-15
- 3.Excessive speed 5-10

**E.PARKING**

- 1.Hits other cars/standards in parking FAIL
- 2.Climbs curb in parking 5-15
- 3.Parks too far away from curb 5-10
- 3A.Parks too far away from curb(3 attempts) FAIL
- 4.Gently taps curb 5-10
- 5.Fails to signal properly 5-10

**F.TRAFFIC SIGNALS**

- 1.Fails to notice signal - runs light on red FAIL
- 2.Starts before light changes to green FAIL
- 3.Does not start promptly on green 5-10
- 4.Fails to make permissible turn on red 0-5

**G.SIGNS**

- 1.Does not make full stop at stop signs FAIL
- 2.Ignores or doesn't see STOP sign FAIL
- 3.Does not notice warning signs 5-10
- 4.Fails to observe directional signs 5-20

**H.HILLS**

- 1.Cannot shift gears on an upgrade 5-20
- 2.Rolls back when starting on a hill 5-25
- 3.Descends in neutral can't shift going down 5-25

**I.SPEED**

- 1.Excessive speed in school zone FAIL
- 2.Speed greater than consistent with safety 5-20
- 3.Hinders traffic by driving slowly 5-20

**J.ATTENTION**

- 1.Fails to notice dangerous spots 5-20
- 2.Doesn't give complete attention at traffic intersections 5-20

**K.ATTITUDE TOWARDS OTHERS**

- 1.Depends on others for safety 5-25
- 2.Inconsiderate of pedestrians 5-20
- 3.Fails to anticipate what others may do 5-20
- 4.Uncooperative 5-15

**L.MISCELLANEOUS**

- 1.Stalls in Intersection 5-30
- 2.Fails to stay in correct lane 5-20
- 3.Follows too closely 5-15
- 4.Poor posture 5-10
- 5.Reacts slowly in an emergency 5-25
- 6.Stops in crosswalk 5-10
- 7.General inexperience 10-20
- 8.Takes right of way at intersection when not entitled to 5-25
- 9.Additional Comments: \_\_\_\_\_

(OVER)

VEHICLE EQUIPMENT: \_\_\_\_\_ FAIL: \_\_\_\_\_

REASON: \_\_\_\_\_

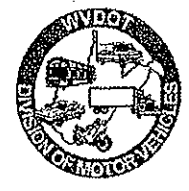
TOTAL DEDUCTIONS: \_\_\_\_\_ GRADE: \_\_\_\_\_

EXAMINER: \_\_\_\_\_ UNIT NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

# EXHIBIT C

State of West Virginia  
 Department of Motor Vehicles  
 Driver Examination Section  
 Motorcycle Skills Test **MST-1**

Passed \_\_\_\_\_ Failed \_\_\_\_\_  
 \_\_\_\_\_  
 Your \_\_\_\_\_ Make/Model \_\_\_\_\_ Size (cc) \_\_\_\_\_



Name: \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.)  
 (Printed)  
 DOB: \_\_\_\_\_ DL# \_\_\_\_\_ DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

\*The ALTERNATE MOTORCYCLE SKILLS TEST consists of seven exercises which evaluate your ability to perform basic vehicle control, riding/judgment, and hazard response skills. Throughout the entire test, you will be scored on time and distance standards, as well as path and "foot down" violations. The test may be terminated due to point accumulation, falling or dropping the motorcycle, disregard for instructions, committing an unsafe act or failure to understand or follow instructions. If at any time you feel an exercise is too difficult, you may stop the test. However, you must complete the entire test to pass it.\*

ALTERNATE MOST SCORE SHEET										Points Assessed		
A	SHARP TURN											
		A. Path							3		5	
		B. Foot Down							1			
		Exercise Points										
A	NORMAL STOP											
		A. Skid								3		
		B. Stopped Position									5	
		Exercise Points										
B	CONE WEAWE											
		A. Tire skips or hits cones								3		5
		B. Foot Down								3		5
		Exercise Points										
B	"U" TURN											
		A. Path										5
		B. Foot Down										5
		Exercise Points										
C	QUICK STOP											
		A. Stopping Distance	Time	Time	Stopping Distance			Distance Allowed				
		Exercise Points			1	2	3	4	5			
D	OBSTACLE TURN											
		A. Path	Time	Time								5
		Exercise Points										
E	STALLING											
		A. Stalling engine during any exercise.							1		3	
										TOTAL POINTS 0-10 PASSING		

TURNING DISTANCE CHART-----44 FOOT TURNING ZONE				AUTOMATIC FAILURE
Seconds	Speed	Maximum Stopping Distance		
1.59 - 1.57	20 MPH	23 FEET	<input type="checkbox"/>	Falls or drops the motorcycle.
1.58 - 1.60	19 MPH	20 FEET	<input type="checkbox"/>	Disregard for instructions.
1.67 - 1.76	18 MPH	18 FEET	<input type="checkbox"/>	Commits an unsafe act.
1.77 - 1.87	17 MPH	16 FEET	<input type="checkbox"/>	Fails to understand instructions repeatedly.
1.88 - 1.99	16 MPH	14 FEET		
2.00 - 2.14	16 MPH	13 FEET		
2.15 - 2.30	14 MPH	11 FEET		
2.31 - 2.50	13 MPH	10 FEET		
2.51 - 2.60	12 MPH	09 FEET		

Release: The applicant assumes all risk for the performance of this motorcycle skills test. The applicant shall be solely responsible and answerable in damages for all accidents or injuries to persons or property. The applicant hereby covenants and agrees to indemnify and hold harmless the testing facility and the Division of Motor Vehicles, their officers and employees from any and all claims, suits, losses, damages, or injury to persons or property of whatsoever kind and nature whether direct or indirect, arising out of the performance of this test. Additionally, the applicant agrees to indemnify and hold harmless the Division of Motor Vehicles from any careless, negligent, intentional or improper conduct of the applicant or other applicants.

\_\_\_\_\_  
 APPLICANT SIGNATURE DATE

\_\_\_\_\_  
 EXAMINER SIGNATURE DATE

### EXHIBIT D

REPORT OF  
DRIVER INTERVIEW

STATE OF WEST VIRGINIA  
WV STATE POLICE

CASE NO.

Re-examination of:  
 Full Address:  
 Examining Officer (Sign):  
 Conducted At: \_\_\_\_\_ Place \_\_\_\_\_ On: \_\_\_\_\_ Date \_\_\_\_\_ At: \_\_\_\_\_ Time \_\_\_\_\_

PASSING SCORE 70

Married ( ) Yes ( ) No  
 No. of Dependents \_\_\_\_\_  
 Extent of Education ( ) Grade School or Less  
 ( ) High School  
 ( ) College

Race ( ) White  
 ( ) Black  
 ( ) Other  
 Write English ( ) Yes ( ) No  
 Read English ( ) Yes ( ) No

Nationality \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Employed By \_\_\_\_\_  
 Length of Employment \_\_\_\_\_ Years

Is Driving necessary with his/her work? ( ) Yes ( ) No Driving Experience \_\_\_\_\_ Years  
 If foreign born, number of years in United States \_\_\_\_\_ Is subject a citizen ( ) Yes ( ) No

Operator's License No. \_\_\_\_\_ State \_\_\_\_\_  
 Has operating privilege ever been revoked in this or any other State?  
 Chauffer's License No. \_\_\_\_\_ State \_\_\_\_\_

	DRIVING			EXAMINER'S IMPRESSION OF DRIVER (CHECK ANY AND ALL WHICH APPLY)	
	GOOD	FAIR	POOR		
STARTING	( )	( )	( )	( ) Irresponsible	( ) Attention Wander
				( ) Careless	( ) Not Cooperative
STOPPING	( )	( )	( )	( ) Over-Confident	( ) Over-Rates
				( ) Became Angry	Driving Ability
RIGHT TURN	( )	( )	( )	( ) Nervous	( ) Not receptive to
				( ) Uncertain	suggestions
LEFT TURN	( )	( )	( )	( ) Inexperienced	( ) Tried to In-
				( ) Over-Cautious	fluence Examine:
TURNING	( )	( )	( )	( ) Slow - Dull	( ) Cooperative
				( ) Lacks Confidence	
PARKING	( )	( )	( )		

VISION WITHOUT GLASSES  
 RIGHT 20/ LEFT 20/ BOTH 20/  
 VISION WITH GLASSES  
 RIGHT 20/ LEFT 20/ BOTH 20/

WRITTEN EXAM:

REPORT OF DRIVER CLINIC INTERVIEW

PAGE NO. 2

RE-EXAMINATION OF:

PHYSICALLY INCOMPETENT: (State in detail physical disability and reasons why such disability may affect safe operation of motor vehicle.)

MENTALLY INCOMPETENT: (State in detail mental condition and support with statement from medical authority or other person familiar with conditions if possible.)

Was any particular fault noted during the interview that might be considered a contributing factor in the type of accident or violation, in which subject was most frequently involved?  
YES NO Comment:

What explanation, if any, did subject offer for accidents or violations in which he has been involved? Comment:

Did subject indicate by action or comment that he was impressed by his poor driving record and agree to make every effort toward future improvement?  
YES NO

ATTITUDE TOWARD TRAFFIC LAWS - COMMENTS - REMARKS:

Officer Recommendation:

Passed Failed

Explain reasons for failure:

(Use and attach as many sheets as necessary to clarify answers)

### EXHIBIT E

This test consists of four exercises that measure your vehicle control and hazard-response skills. The final two exercises involve speeds of about 15mph. You will be scored on time and distance standards as well as path violations. The test may be ended for point accumulation, committing an unsafe act or failure to understand or follow instructions. You may stop the test at any time, but you must complete the entire test to pass it. Do you understand the instructions I have just read?

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Examiner: \_\_\_\_\_

(RST) RIDER SKILL TEST SCORE SHEET (THREE WHEEL)						Points Assessed			
<b>EXERCISE 1</b>	<b>LEFT TURN</b>					<b>Left Turn</b>			
	Path		3	5		Points			
	▲	Remarks	(Maximum 5 points)						
	<b>NORMAL STOP</b>					<b>Normal Stop</b>			
Skid		3			Points				
Stopped Position		5							
<div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div> Remarks (Maximum 8 points)					Points				
<b>EXERCISE 2</b>	<b>CONE WEAVE</b>					<b>Cone Weave</b>			
	Tire hits or skips cone		3	5		Points			
	▲ ▲ ▲	Remarks	(Maximum 5 points)						
	<b>TURN FROM A STOP</b>					<b>Turn from a Stop</b>			
Path		3	5		Points				
▲	Remarks	(Maximum 5 points)							
<b>EXERCISE 3</b>	<b>QUICK STOP</b>	<b>TIME</b>	<b>RE-RIDE TIME</b>	<b>STOPPING DISTANCE</b>	<b>DISTANCE ALLOWED</b>	<b>Quick Stop</b>			
				1	2	3	4	5	Points
	Remarks (Maximum 5 points)								
<b>EXERCISE 4</b>	<b>OBSTACLE SWERVE</b>	<b>TIME</b>	<b>RE-RIDE TIME</b>					<b>Obstacle Swerve</b>	
	Path				5				Points
	Speed Standard for Swerve is 0.72 - 1.15 Seconds Remarks (Maximum 5 points)								
<b>ENGINE STALLING</b>					<b>Stalling</b>				
Stalling Engine During Any Exercise		1	3	5			Points		
Remarks (4th occurrence, automatic failure)									
<b>TEST TERMINATION</b>					<b>TEST TOTAL</b>				
□ Stalls engine four times □ Excessive tip or lost control of trike □ Commits an unsafe act □ Fails to understand or follow instructions □ Point accumulation □ Excessive time □ Applicant stops test					<b>TOTAL POINTS</b> 0-10 = PASSING				
<b>Timing/Distance Chart - 20-Foot Timing Zone</b>									
Seconds	Maximum Stopping Distance								
.72 - .75	20 Feet								
.76 - .79	18 Feet								
.80 - .84	16 Feet								
.85 - .90	14 Feet								
.91 - .97	13 Feet								
.98 - 1.05	11 Feet								
1.06 - 1.14	9 Feet								
1.15	8 Feet								

ATTACHMENT I

COPY

Date \_\_\_\_\_

West Virginia CDL Skills Tests Score Sheet (front)

Applicant Name \_\_\_\_\_

Driver License # \_\_\_\_\_

Examiner \_\_\_\_\_

VEHICLE INSPECTION TEST

Engine Compartment

- oil level
- coolant level
- power steering fluid/(belt)
- water pump (belt)
- alternator (belt)
- \*air compressor (belt)
- leaks/hoses

Engine Start

- clutch/gearshift
- temperature
- oil pressure
- ammeter/voltmeter
- \*air brake check (1-2-3)
- steering play

- parking brake, hydraulic
- mirrors, windshield
- wipers/ washers
- lighting indicators (L-R-4-H)
- horn(s)
- heater/defroster
- safety belt/emerg (F-E-T)

Optional Equipment

- vehicle axes ..... 2 3
- trailer axes ..... 1 2
- air brakes ..... Yes No (\*)

(\*) If vehicle has no air brakes, put a line through these components.

School Bus/Truck/Tractor

- Front of Vehicle**
- lights
- steering box/hoses
- steering linkage
- Front Suspension**
- spring/air
- spring mount
- shock absorber
- Front Wheel**
- rims
- hub oil seal
- tires (I-C-D)
- lug nuts
- Front Brake**
- \*slack adjuster
- \*brake chamber
- brake hoses/lines
- brake drum/linings
- Driver/Fuel Area**
- door, mirror
- fuel tank/leaks
- battery/box
- Under Vehicle**
- drive shaft
- exhaust system
- frame
- School Bus Only**
- passenger entry/lift
- emergency exits, seating
- student lights, stop arm

- Rear Wheels**
- rims
- tires (I-C-D)
- axle seals
- lug nuts
- spacers
- Rear Suspension**
- springs/air/torque
- spring mounts
- shock absorbers
- Rear Brakes**
- \*slack adjuster
- \*brake chamber
- brake hoses/lines
- brake drum/linings
- Rear of Vehicle**
- lights/reflectors
- doors/ties/lift
- splash guards
- Tractor Only**
- air/electric lines
- catwalk
- lights/reflectors
- Coupling System**
- mounting bolts
- safety latch/locking jaws
- platform
- release arm
- kingpin/apron/gap
- sliding 5th wheel locking
- pins

Trailer

- Trailer Front**
- air/electric connect
- header board
- lights/reflectors
- Side of Trailer**
- landing gear
- frame, tandem release
- lights/reflectors
- doors/ties/lifts
- Wheels**
- rims
- tires (I-C-D)
- axle seals
- lug nuts
- spacers
- Suspension**
- springs/air/torque
- spring mounts
- Brakes**
- \*slack adjuster
- \*brake chamber
- brake hoses/lines
- brake drum/linings
- Rear of Trailer**
- lights/reflectors
- doors/ties/lift
- splash guards

Coach/Transit Bus

- Front of Vehicle**
- lights
- Passenger Items**
- passenger entry/lift
- emergency exits
- seating
- Driver/Entry Area**
- door, mirror
- Front Brakes/Suspension**
- air leaks/level
- Front Wheel**
- rims
- hub oil seal
- tires (I-C-D)
- lug nuts
- Fuel Tank Area**
- fuel tank/leaks
- Baggage Compartments**
- battery/box
- doors secure
- Rear Wheels**
- rims
- tires (I-C-D)
- axle seals
- lug nuts
- spacers
- Rear Brakes/Suspension**
- air leaks/level
- Rear of Vehicle**
- lights/reflectors
- splash guards

BASIC CONTROL SKILLS TESTS

<b>Right Turn</b>		<b>Straight Line Backing</b>		<b>Parallel Park (Conventional)</b>	
Pullups	0 1 2 3 4 5	Pullups	0 1 2 3 4 5	Pullups	0 1 2 3 4 5
Encroachments	0 1 2 3 4 5	Encroachments	0 1 2 3 4 5	Encroachments	0 1 2 3 4 5
Clearance	0 1 2 3 4 5	Stop Line (2 ft.)	0 1	Inside	0 1
<b>Alley Dock</b>		<b>Serpentine</b>		<b>Parallel Park (Sight Side)</b>	
Pullups	0 1 2 3 4 5	Pullups	0 1 2 3 4 5	Pullups	0 1 2 3 4 5
Encroachments	0 1 2 3 4 5	Encroachments	0 1 2 3 4 5	Encroachments	0 1 2 3 4 5
Stop Line (2 ft.)	0 1			Inside	0 1
				Rear (18")	0 1

VEHICLE INSPECTION SCORE:

BASIC CONTROL SKILLS SCORE:

Y1100

CDL Skills Tests Score Sheet (back)

**ROAD TEST**

<p><b>LEFT</b></p> <p>1 2 3 4</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p style="text-align: center;"><b>URNS</b></p> <p><b>Approach</b></p> <p>traffic check.....</p> <p>signal, decel, coast, lane.....</p> <p><b>If Stop</b></p> <p>necessary, smooth, gap, stop line,</p> <p>full stop, wheels straight.....</p> <p><b>Turning</b></p> <p>traffic check.....</p> <p>both hands, gears.....</p> <p>speed, wide/short.....</p> <p><b>Complete Turn</b></p> <p>traffic check.....</p> <p>correct lane.....</p> <p>signal, accelerate, right.....</p> <p>--- -- -- --</p> <p>No Errors</p>	<p><b>RIGHT</b></p> <p>1 2 3 4</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>--- -- -- --</p> <p>No Errors</p>	<p style="text-align: center;"><b>EXPRESSWAY</b></p> <p><b>Merge On</b></p> <p>traffic check, signal, spacing,</p> <p>no stop, merge, cancel signal <input type="checkbox"/></p> <p><b>Lane Changes</b></p> <p>traffic check,</p> <p>signal, spacing, smooth <input type="checkbox"/> <input type="checkbox"/></p> <p>change, cancel sign.....</p> <p><b>Exit</b></p> <p>traffic check, signal..... <input type="checkbox"/></p> <p>smooth merge to exit lane..... <input type="checkbox"/></p> <p>decelerate in exit lane..... <input type="checkbox"/></p> <p>ramp speed, spacing, cancel signal. <input type="checkbox"/></p> <p><b>No Errors</b> -----</p>
---	---	---	--

<p><b>INTERSECTIONS</b></p> <p><b>Stopping</b> <span style="float: right;">S S</span></p> <p>traffic check..... <input type="checkbox"/> <input type="checkbox"/></p> <p>deceleration, coast..... <input type="checkbox"/> <input type="checkbox"/></p> <p>gap, stop line, full stop</p> <p><b>Driving Through</b> <span style="float: right;">T R</span></p> <p>traffic check..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>yield, lane, gear..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>accelerate..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><b>No Errors</b> --- -- -- --</p> <p><b>URBAN/RURAL</b> <span style="float: right;">U R</span></p> <p>regular traffic checks..... <input type="checkbox"/> <input type="checkbox"/></p> <p>selects proper lane..... <input type="checkbox"/> <input type="checkbox"/></p> <p>keeps vehicle in lane..... <input type="checkbox"/> <input type="checkbox"/></p> <p>speed, following distance..... <input type="checkbox"/> <input type="checkbox"/></p> <p>lane changes: traffic check,</p> <p>signal, space, smooth change</p> <p>left..... <input type="checkbox"/> <input type="checkbox"/></p> <p>right..... <input type="checkbox"/> <input type="checkbox"/></p> <p><b>No Errors</b> --- -- -- --</p>	<p><b>START/STOP ON GRADE</b></p> <p><b>Approach</b> <span style="float: right;">U D</span></p> <p>traffic check..... <input type="checkbox"/> <input type="checkbox"/></p> <p>signal on..... <input type="checkbox"/> <input type="checkbox"/></p> <p>correct lane, deceleration,</p> <p>not coast..... <input type="checkbox"/> <input type="checkbox"/></p> <p><b>Stop</b></p> <p>parallel, not blocking, not rolling..... <input type="checkbox"/> <input type="checkbox"/></p> <p>signal off/4-ways on..... <input type="checkbox"/> <input type="checkbox"/></p> <p>parking brake on..... <input type="checkbox"/> <input type="checkbox"/></p> <p><b>Resume</b></p> <p>traffic check, 4-ways off/signals on</p> <p>parking brake, not stall engine..... <input type="checkbox"/> <input type="checkbox"/></p> <p>traffic check, accelerate..... <input type="checkbox"/> <input type="checkbox"/></p> <p><b>No Errors</b> --- -- -- --</p> <p><b>CURVE</b></p> <p>speed: enter, through,</p> <p>stay in lane..... <input type="checkbox"/></p> <p>traffic checks..... <input type="checkbox"/></p> <p><b>No Errors</b> --- -- -- --</p>	<p><b>DRIVE UP GRADE</b></p> <p>proper gear..... <input type="checkbox"/></p> <p>keep right, 4-ways if slow..... <input type="checkbox"/></p> <p>traffic checks..... <input type="checkbox"/></p> <p><b>No Errors</b> --- -- -- --</p> <p><b>DRIVE DOWN GRADE</b> <span style="float: right;">A S</span></p> <p>in proper gear, keep right..... <input type="checkbox"/> <input type="checkbox"/></p> <p>brake check, clutch..... <input type="checkbox"/> <input type="checkbox"/></p> <p>safe speed, braking..... <input type="checkbox"/> <input type="checkbox"/></p> <p>traffic checks..... <input type="checkbox"/> <input type="checkbox"/></p> <p><b>No Errors</b> --- -- -- --</p> <p><b>RAILROAD CROSSING</b></p> <p>traffic check..... <input type="checkbox"/></p> <p>law, gears, stop, pass, change lanes..... <input type="checkbox"/></p> <p><b>No Errors</b> --- -- -- --</p> <p><b>BRIDGE/OVERPASS/SIGN</b></p> <p>knew weight/clearance/sign..... <input type="checkbox"/></p> <p><b>No Errors</b> --- -- -- --</p>
---	--	---

<p><b>GENERAL DRIVING BEHAVIOR</b></p> <p>used clutch properly (shifting, double clutched, didn't ride)..... <input type="checkbox"/></p> <p>used gears properly (did not rev/lug engine, clash gears, or coast)..... <input type="checkbox"/></p> <p>used brakes properly (smooth braking, no riding or pumping)..... <input type="checkbox"/></p> <p>proper steering (both hands on wheel, no over/under control)..... <input type="checkbox"/></p> <p>proper lane usage (not over lanes, stop lines, etc., correct lane)..... <input type="checkbox"/></p> <p>wore safety belt..... <input type="checkbox"/></p>	<p><b>AUTOMATIC FAILURES:</b></p> <p>moving traffic violation or disobeyed signs and signals <input type="checkbox"/></p> <p>avoidable accident or incident..... <input type="checkbox"/></p> <p>dangerous action or unsafe behavior..... <input type="checkbox"/></p> <p>put vehicle over sidewalks or curbs..... <input type="checkbox"/></p> <p>other (see Notes)..... <input type="checkbox"/></p>
---	--

NOTES:

ROAD TEST SCORE:

REPORT OF  
DRIVER INTERVIEW

STATE OF WEST VIRGINIA

ATTACHMENT II

DPS-37

DEPARTMENT OF PUBLIC SAFETY

Re-examination of: \_\_\_\_\_

Mail Address: \_\_\_\_\_

Examining Officer (Sign): \_\_\_\_\_

Conducted At: \_\_\_\_\_ On: \_\_\_\_\_ At: \_\_\_\_\_  
Place Date Time

PASSING SCORE 70

Married ( ) Yes ( ) No

Extent of Education ( ) Grade School or Less  
( ) High School  
( ) College

No. Dependents \_\_\_\_\_

Race ( ) White  
( ) Black  
( ) Other

Write English ( ) Yes ( ) No

Nationality \_\_\_\_\_

Read English ( ) Yes ( ) No

Date of Birth \_\_\_\_\_

Occupation \_\_\_\_\_

Employed By \_\_\_\_\_

Length of Employment \_\_\_\_\_ Years

Is driving necessary with his work? ( ) Yes ( ) No Driving Experience \_\_\_\_\_ Years

If foreign born, number of years in United States \_\_\_\_\_ Is subject a citizen ( ) Yes  
( ) No

Operator's License No. \_\_\_\_\_ State \_\_\_\_\_ Has operating privilege ever been  
revoked in this or any other State?

Chauffer's License No. \_\_\_\_\_ State \_\_\_\_\_

DRIVING

EXAMINER'S IMPRESSION OF DRIVER

Good Fair Poor

(Check any and all which apply)

STARTING ( ) ( ) ( )

- ( ) Irresponsible
- ( ) Careless
- ( ) Over-Confident
- ( ) Became Angry
- ( ) Nervous
- ( ) Uncertain
- ( ) Inexperienced
- ( ) Over Cautious
- ( ) Slow - Dull
- ( ) Lacks Confidence
- ( ) Attention Wanders
- ( ) Not Cooperative
- ( ) Over-rates Driving Ability
- ( ) Not Receptive to Suggestions
- ( ) Tried to Influence Examiner
- ( ) Cooperative

STOPPING ( ) ( ) ( )

RIGHT TURN ( ) ( ) ( )

LEFT TURN ( ) ( ) ( )

TURNING ( ) ( ) ( )

PARKING ( ) ( ) ( )

ROAD LAW AND SAFETY PRACTICES

VISION WITHOUT GLASSES

WRITTEN EXAMINATION GRADE

Right 20/ Left 20/ Both 20/

VISION WITH GLASSES

Right 20/ Left 20/ Both 20/



## REPORT OF DRIVER CLINIC INTERVIEW

PAGE NO. 2

RE-EXAMINATION OF: \_\_\_\_\_

PHYSICALLY INCOMPETENT: (State in detail physical disability and reasons why such disability may effect safe operation of motor vehicle.)

MENTALLY INCOMPETENT: (State in detail mental condition and support with statement from medical authority or other person familiar with conditions if possible.)

Was any particular fault noted during the interview that might be considered a contributing factor in the type of accident or violation, in which subject was most frequently involved?  
 YES \_\_\_\_\_ NO \_\_\_\_\_ Comment:

What explanation, if any, did subject offer for accidents or violations in which he has been involved? Comment:

Did subject indicate by action or comment that he was impressed by his poor driving record and agree to make every effort toward future improvement?  
 YES \_\_\_\_\_ NO \_\_\_\_\_

ATTITUDE TOWARD TRAFFIC LAWS - COMMENTS - REMARKS:

Officer Recommendation:

Passed \_\_\_\_\_ Failed \_\_\_\_\_

Explain reasons for failure:

(Use and attach as many sheets as necessary to clarify answers)

DEPARTMENT OF PUBLIC SAFETYDriver Interview Examination

Grade \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_

PLACE \_\_\_\_\_

EXAMINING OFFICER (SIGN) \_\_\_\_\_

(Each question answered correctly has a value of two (2) points.)

INSTRUCTIONS: Some of the following statements are true; some are false. Read each question carefully. If you think the statement is true, write in the letter "T". If you think the statement is false, write in the letter "F" on the proper line.

- \_\_\_\_\_ 1. Night speeds should be lower than daylight speeds because sight distance is limited by the headlight beams.
- \_\_\_\_\_ 2. The maximum speed limit in a school zone during lunch hour is 20 miles per hour.
- \_\_\_\_\_ 3. If two vehicles reach an unregulated intersection at the same time, the vehicle on the right must yield the right-of-way.
- \_\_\_\_\_ 4. Before making a turn, the operator of a vehicle shall give a continuous signal, indicating his intention, for at least 100 feet before making such turn.
- \_\_\_\_\_ 5. Highway signs should be obeyed only when driving on unfamiliar roads.
- \_\_\_\_\_ 6. "Coasting" is a safe and economical way to descend hills.
- \_\_\_\_\_ 7. The distance between your vehicle and the one ahead of you should be governed by the speed of your vehicle.
- \_\_\_\_\_ 8. Where a policeman is on duty and electric traffic signals are in operation, the directions of the officer shall prevail.
- \_\_\_\_\_ 9. Drivers making left hand turns from the right hand lane create a hazardous condition for which safe drivers must be alert.
- \_\_\_\_\_ 10. When you are driving from an alley or private driveway and approaching a sidewalk, you should continue slowly and blow your horn.

11. If your vehicle begins to skid, the best way to regain control is to steer away from the skid and do not apply brakes.
12. Drivers are required by law to stop on a red traffic signal because other motorists should have their turn to use the intersection without fear of an accident.
13. A driver's license is a privilege which is granted by the State and not a right such as free speech.
14. Speeding is permitted in passing.
15. If the approaching driver fails to dim his lights, you need not dim yours.
16. The driver pulling out into traffic from a parking space by giving a hand signal, gains the right-of-way over other traffic.
17. When a driver is unable to stop within the range of his head lights, he is overdriving his lights.
18. Penalties for driving intoxicated are severe because many accidents are caused by drivers who have been drinking.
19. On the approach of an emergency vehicle using a red light or siren, you should slow down to enable it to pass.
20. Accidents in which property damage exceeds \$100 or any person is injured must be reported to the Department of Motor Vehicles within 24 hours.
21. A rear view mirror can be relied upon for a complete view of what is behind your car.
22. A Driver License Law is an effective way to protect you from traffic accidents as it provides a means for taking off the road drivers who develop or have bad records.
23. When driving on a four-lane highway, you should keep close to the right-hand edge except when passing another car or preparing to turn left.
24. When following another vehicle along the highway, the interval between your car and the one you are following should be at least one car length for each 15 miles per hour.
25. When you approach an intersection at which has been erected an official stop sign, you may, if no traffic is approaching, slow down to 5 miles per hour and proceed.

---

**INSTRUCTIONS:** Read each question carefully. Place "X" on the line opposite the answer you believe to be correct.

---

26. The round traffic control sign means:

- a. Caution or regulation
- b. Full stop
- c. Reduce speed or warning
- d. None of the above

27. The purpose embodied in giving operators examinations by the Department of Public Safety is to:
- a. Establish a record of drivers
  - b. Determine the fitness of individuals for driving
  - c. Qualify persons for jobs
  - d. Obtain funds
28. The surest and safest cure for drowsiness is to:
- a. Pull off the road and take a nap
  - b. Turn on the radio
  - c. Put your head out the window
  - d. Slow down to 25 miles per hour
29. What should be the driver's opinion of a stop sign?
- a. It is a warning to go in lower gear
  - b. It is chiefly for beginners and drivers not familiar with the road
  - c. It means stop at all times
  - d. It need not be obeyed if there is not danger
30. Because of natural forces pulling on your car when you round a curve, it is best to:
- a. Cut a straight path across the curve
  - b. Slow down while in the curve
  - c. Apply the brakes in the curve
  - d. Slow down before reaching the curve and accelerate slightly if required
31. Which is the most dangerous place to pass?
- a. Just before reaching a hillcrest
  - b. Just over a hillcrest
  - c. Going down hill 150 feet beyond a hillcrest
  - d. At the bottom of the hill
32. It is illegal to park:
- a. Within 30 feet of a fire hydrant
  - b. Within 100 feet of a railroad grade crossing
  - c. Within an intersection
  - d. Within 50 feet of a rural mailbox
33. When approaching a school bus that is stopped and red flashing lights operating:
- a. You need not stop unless you are signaled to do so by the driver
  - b. You need not stop if you are approaching from the front
  - c. You may pass the school bus providing you are not travelling over 5 miles per hour
  - d. You must stop and remain stationary until the bus has resumed motion or until you are signaled to pass by the driver or other authorized person
34. Generally the safest drivers are those who:
- a. Have the best reaction time
  - b. Adjusts their driving to existing conditions
  - c. Stay within the law
  - d. Drive 5 miles per hour under the speed limit

35. A driver needs to be attentive and cautious when driving in the dark because:
- a. More drunken drivers are on the road at night
  - b. Visibility is poor
  - c. He may fall asleep
36. Which is the most important factor in causing traffic accidents?
- a. Mechanical defects
  - b. Weather conditions
  - c. The driver
  - d. Bad roads
37. If you are driving at night and your car has a flat tire, the safe thing for you to do is:
- a. Pull over to the right as far as possible and turn off the lights
  - b. Pull over to the left side of the road and turn off the lights
  - c. Stop on the pavement where you are, but leave the lights on
  - d. Pull over to the right side as far as possible and turn dome and park lights on
38. Why should you dim your headlights when meeting other cars at night?
- a. To keep from temporarily blinding other drivers
  - b. To increase the life on the lamps
  - c. To decrease the drain on the battery
  - d. To increase your own visibility
39. Flashing red light means
- a. Slow
  - b. Stop
  - c. Warning
  - d. Go
40. What is considered the worst single cause of accidents?
- a. Drunk driving
  - b. Speed too fast for conditions
  - c. Defective equipment
  - d. Driving while under the influence of drugs
41. You are driving at 50 miles per hour on a concrete highway in a rural area, your right front wheel drops off the pavement onto the shoulder of the road. For the sake of safety you should correct this situation in the following manner:
- a. Keep the same speed, turn front wheels sharply to the left and get back on the highway
  - b. Jam on brakes and head for the ditch in order to stop the car
  - c. Brake carefully to slow down safely, then steer car back on highway when reaching spot where shoulder is level with pavement and after making certain no vehicles are so close as to present an immediate danger
  - d. Jam on brakes and stop as soon as possible

42. Which of the following is the most helpful in avoiding traffic accidents?
- a. Never exceed the speed limits
  - b. Learning the traffic laws
  - c. Developing a sense of self-confidence.
  - d. Developing good driving habits
43. If you heard the horn of an automobile which was about to pass you, which of the following actions would you take?
- a. Increase speed by 10 miles per hour
  - b. Keep to the right in order that the other car may have clear passage on the left
  - c. Continue to watch the road ahead and let the driver of the rear car take full responsibility for passing you
  - d. Hit your brakes to decrease your speed rapidly to let the other car around
44. What should you do when about to pass or over-take another vehicle on a two-lane highway
- a. Never pass unless the highway is centerlined
  - b. Pass the vehicle on the right
  - c. Need not blow your horn if the car is on the right
  - d. Make certain of assured clear distance ahead
45. You are driving on a snow covered road and have to make a stop quickly. The best method is:
- a. Apply brake gently and firmly
  - b. Turn off ignition
  - c. Cut brakes on hard
  - d. Apply hand brake
46. Persons walking along the highway where sidewalks are not provided, must:
- a. Walk on the highway in the direction in which traffic is moving
  - b. Walk on the left side facing approaching traffic
  - c. Walk two or three feet from the right edge of the highway
  - d. Wear a black or brown suit or jacket
47. When may a person ordinarily double park?
- a. Only in a business zone
  - b. Once in a while
  - c. Never
  - d. Sometimes
48. When approaching another vehicle from the rear the driver must dim his lights within:
- a. 200 feet
  - b. 500 feet
  - c. 100 feet
  - d. 300 feet

49. Most vehicle skids are due to:

- a. Inexperienced drivers
- b. Over-inflated tires
- c. Under-sized tires
- d. Speed too fast for road conditions

50. You are driving up a hill and about 200 feet from the top there is a large truck going very slowly. He turns on his left signal light. What should you do?

- a. Pass on the right
- b. Remain behind the truck until the top of the hill is reached
- c. Increase your speed to get by on the left quickly
- d. Blow your horn for the driver to give you a signal to pass

# VENDOR PREFERENCE CERTIFICATE

Certification and application\* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

**1. Application is made for 2.5% resident vendor preference for the reason checked:**

- \_\_\_\_\_ Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
- \_\_\_\_\_ Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
- \_\_\_\_\_ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,

**2. Application is made for 2.5% resident vendor preference for the reason checked:**

- \_\_\_\_\_ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,

**3. Application is made for 2.5% resident vendor preference for the reason checked:**

- \_\_\_\_\_ Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,

**4. Application is made for 5% resident vendor preference for the reason checked:**

- \_\_\_\_\_ Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,

**5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**

- \_\_\_\_\_ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,

**6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**

- \_\_\_\_\_ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

**Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.**

Bidder: \_\_\_\_\_ Signed: \_\_\_\_\_  
 Date: \_\_\_\_\_ Title: \_\_\_\_\_

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.



STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**West Virginia Code §5A-3-10a states:** No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_, to-wit:

Taken, subscribed, and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission expires \_\_\_\_\_, 20\_\_.

**AFFIX SEAL HERE**

**NOTARY PUBLIC** \_\_\_\_\_