SERVICE OKLAHOMA

Class D Commercial Drive School Initial Certification

Class D Drive Schools

3-24-2025

Revision History

Effective Date of SOP: 3/24/25	**SOP Number:** E.01
Functional Area Name: Drive Schools	**Division Name:** Class D
Last Review Date: 2/21/25	**Last Reviewer:** Roxann Donatini, Designated Examiner Manager
Next Review Date: 2/21/2026	**Next Reviewer:** Designated Examiner Manager
Executive Approval Date: 3/17/25	**Approved By:** Caitlin Owen, Chief Development & Support Officer

Overview

This standard operating procedure (SOP) covers the process of reviewing and approving applications from new Drive Schools (DS).

Purpose

This SOP provides Drive School Examiners (DSE) with a step-by-step overview of how to vet, approve, and record new DS's.

Policy Statement

These procedures apply to all Class D Commercial Drive Schools in the state of Oklahoma. All DS's must be certified by SOK before they can begin instruction.

Compliance

OAC 670:15-37 – Driver Education Instruction

Systems

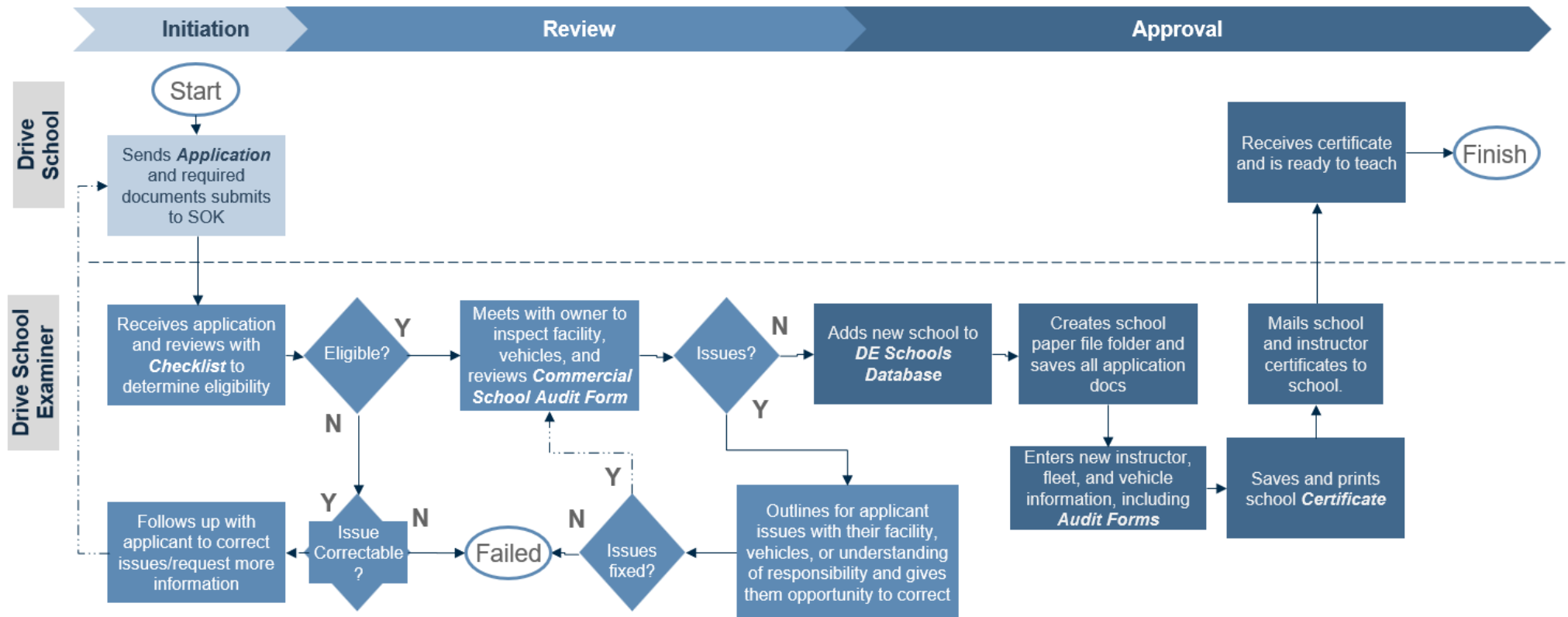| System	Function
School/DE Audit Team SharePoint	Internal shared drive for storing DE-related forms, checklists, and guidelines
DE Schools Database	Microsoft Access database used for storing DS records

Roles

Role	Responsibilities
Drive School (DS)	Applicant to be a class D commercial drive school

Drive School Examiner (DSE)	SOK employee responsible for reviewing, auditing, renewing, and approving drive schools
Designated Examiner Manager	SOK Employee who oversees DSEs and is available to answer questions or resolve issues in the certification process.

SERVICE OKLAHOMA

Process Map - Class D Commercial Drive School Initial Certification

Initiation	Review	Approval

Drive School

Start → Sends *Application* and required documents submits to SOK

Receives certificate and is ready to teach → Finish

Drive School Examiner

Receives application and reviews with *Checklist* to determine eligibility → Eligible?

Eligible? —Y→ Meets with owner to inspect facility, vehicles, and reviews *Commercial School Audit Form* → Issues?

Issues? —N→ Adds new school to *DE Schools Database* → Creates school paper file folder and saves all application docs

Mails school and instructor certificates to school.

Eligible? —N→ Issue Correctable? —Y→ Follows up with applicant to correct issues/request more information

Issue Correctable? —N→ Failed

Issues fixed? —N→ Failed

Issues fixed? —Y→ Meets with owner...

Issues? —Y→ Outlines for applicant issues with their facility, vehicles, or understanding of responsibility and gives them opportunity to correct → Issues fixed?

Creates school paper file folder and saves all application docs → Enters new instructor, fleet, and vehicle information, including *Audit Forms* → Saves and prints school *Certificate* → Mails school and instructor certificates to school.

3

Procedures

Process #1: Drive School Initial Application

Purpose: The purpose of this process is to provide DSE's with a step-by-step overview of how to vet, approve, and record new Commercial Drive Schools

Process Step-by-Step:

1. First, a DS will fill out and send an application and all required items to SOK. See the original school checklist for complete list of required items.

   Note: A DS may apply for a 1 or 4 year certification.

2. A DSE will review the application and attached items and determine the school's eligibility based on the strength and completeness of their submitted documentation.

   a. If the DS's application has correctable issues, such as a missing copy of contract or agreement, the DSE will contact the DS to resolve the issue. The DS's application will remain open as long as they are making an honest attempt to meet standards.

   b. If some aspect of the DS application is clearly insufficient, such as an inability to provide any curriculum materials or an acceptable insurance policy, the DS's application may be denied.

   Note: If a school's application is denied, the school will be notified of the reason for denial, and they may be given an opportunity for a hearing.

   c. If the school's application is complete on the first attempt, the DSE will reach out to the DS to schedule a site visit.

3. The DSE will conduct a site visit to inspect the DS facility and fleet, filling out the Classroom and Vehicle sections of the Commercial School Audit Form. The DSE will ensure that the school understands all their regulatory requirements going forward.

   a. If there are any issues found with the site, fleet, or DS understanding of their responsibilities, the DSE may outline these concerns with the DS and give them an opportunity to correct.

   b. If the DS is clearly unable to meet standards (for example, an entirely unsuitable proposed facility), their application may be denied.

   c. If the DS's facility, fleet, and other audit items are sufficient, the DSE will inform of their provisional acceptance as a new DS.

4. Back at SOK, the DSE will add the DS to the DE Schools Database. They will create a new school profile (See process #2), add new Instructor and Vehicle information. and create written records summarizing the findings of facility and fleet inspections in the Access Database.

   Note: Instructor applications will often go hand-in-hand with new DS applications, as DS Owners or Operators must also be certified instructors.

5. The DSE will then print the DS certificate (See process #3), create a DS paper file, and save all application documents, audit forms, and copies of certificates.

6. The DSE will mail the certificate to the school. The new DS is now ready to begin instruction.

Note: Instructor certificates may also be mailed at this time.

Process #2: Creating a New School in the DE Schools Database

Purpose: The purpose of this process is to provide DSE's with step-by-step instructions to create a new school in the DE Schools Database

Process Step-by-Step:

1. Open the **Auditor Master Select** database.

2. Select the **DE Schools** button.

3. Select **Commercial Schools**.

4. Select the **Add Record** button. This will open a blank school form.

5. Enter data. The "Last Audit Date" field will be the date of the initial facility/vehicle inspection.

6. If all requirements are met and the school is eligible for certification, enter the date of certification in the **Certificate Issued** field. Enter the last day of the 1- or 4-year certification period, 12/31/YYYY, in the **Certification Expires** field. Year one (1) is counted as the year in which the certification is issued.

Note: For entering new instructors, see section on creating a new instructor.

7. Entering all approved vehicles in school's database record.

   a. Select **Vehicle** button on school form.

   b. Select **Add Record**.

   c. Enter all the car's data in the form.

   d. Select **Save Record**.

8. Enter inspections of facility and vehicle(s) in the record as two separate audits.

   a. Select the **Audit** button on school form.

   b. Enter required data. In selecting "**Type of Audit,**" choose "**New Facility.**" Create a new audit form for "**New Vehicle Audit.**"

9. If this school is having a Designated Examiner test route, enter information and save.

10. In the database, check the "printcertificate" box on the school's home page.

11. Check the **Save Record** button at the bottom of the record.

Process #3: Printing a School Certificate

Purpose: The purpose of this process is to provide DSE's with step-by-step instructions to print a school certificate

Process Step-by-Step:

1. Open the file **DL_Exam X: drive**.

2. Select the **DEC** folder.

3. Under **Documents**, select **School**

4. Select **Commercial School Certificate**.

5. On the pop-up window asking to run SQL command, select **Yes**.

6. Select **Mailings** from task bar.

7. Select **Finish & Merge**.

8. Select **Edit Individual Document**.

9. Select **All** and **OK**.

10. Print on special certificate paper.

11. Close certificate – DO NOT SAVE.

12. Close blank certificate form – DO NOT SAVE.

13. Return to school database form and uncheck "printcertificate" box.

14. Select **Save Record** button.

References

1. Documents relevant to Drive School Certification

    a. Commercial School Audit Form

    b. Checklist for Original School

    c. Commercial School Vehicle Inspection Form